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CFETP 3V0XX  
Parts I and II  
*June 2001*

## **AFSC 3V0XX**

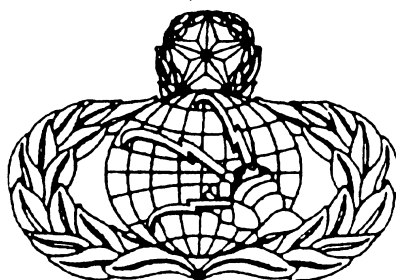
### **VISUAL INFORMATION CAREER FIELD**



**Basic**



**Senior**



**Master**

### **CAREER FIELD EDUCATION**

### **AND TRAINING PLAN**

**CAREER FIELD EDUCATION AND TRAINING PLAN  
VISUAL INFORMATION CAREER FIELD  
AFSC 3V0XX**

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**VISUAL INFORMATION SPECIALTIES**  
**AFSCs 3V0X1, 3V0X2 AND 3V0X3**  
**CAREER FIELD EDUCATION AND TRAINING PLAN**

***Part I***

***Preface***

**1.** The Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle training/education requirements, training support resources, and minimum core task requirements for every specialty. The CFETP will provide all Visual Information personnel a clear career path to success and instills rigor in all aspects of career field training.

**2.** The CFETP consists of two parts; both are used by supervisors to plan, manage, and control training within the career field.

2.1 Part I provides information necessary for overall management of the specialty. **Section A** explains how everyone will use the plan; **Section B** identifies career progression information, duties and responsibilities, training strategies, and career field flowcharts are identified; **Section C** associates each skill level with specialty qualifications (knowledge, training, education, experience, and other); **Section D** indicates resource constraints i.e., 3/5/7/9 level formal/OJT training. Some examples are as follows: funds, manpower, equipment, facilities. Note: AFI 36-2108 contains the job descriptions.

2.2 Part II includes the following: **Section A** identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training conducted by the American Forces Information Service (AFIS); wartime course/core task and correspondence course requirements. **Section B** contains the course objective list the training standards supervisors will use to determine if airmen satisfy training requirements; **Section C** identifies available OJT support materials. Qualification training packages identified in this section have been developed to support both upgrade and qualification training. These packages are indexed in Air Forces Index (AFIND) 8 and are distribution "F": **Section D** identifies a training course index supervisors can use to determine resources available to support training. Included are both mandatory and optional courses. **Section E** is used to identify MAJCOM unique training requirements, if any. At unit level, supervisors and trainers use Part II to identify, plan, and conduct training commensurate with the overall goals of the plan. **Section F** contains a listing of suggested reading materials.

**3.** Using guidance provided in the CFETP will ensure that individuals in this specialty receive effective and efficient training at the appropriate point in their career. The plan will enable us to train today's work force for tomorrow's jobs.

## ***ABBREVIATIONS/TERMS EXPLAINED***

**Advanced Training.** Formal course which provide individuals who are qualified in one or more position of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. . Training is for selected career airmen at the advanced level of the AFS.

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training of a career field. It outlines a logical growth path that includes training resources, and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

**Continuation Training.** Additional training exceeding requirements with emphasis on present or future duty assignments.

**Core Task.** A task Air Force career field managers (AFCFMs) identify as a minimum qualification requirement within an Air Force specialty or duty. These tasks exemplify the essence of the career field - the foundation.

**Course Objective List (COL).** A publication derived from the initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-/7 skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance AFI 36-2201, Developing, Managing and Conducting Military Training Programs.

**Enlisted Specialty Training (EST).** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

**Initial Skills Training.** A formal school course that results in award of a 3-skill level.

**Instructional System Development (ISD).** A deliberate and orderly, yet flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

**On-the-Job Training (OJT).** Hands-on, over-the-shoulder training conducted certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

**Qualification Training (QT).** Actual hands-on task performance training designed to qualify an airman in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills training required to do the job.

**Qualification Training Package (QTP).** An instruction package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Specialty Training Standard (STS).** An Air Force publication that describes skills and knowledge that an airman in a particular Air Force needs to know on the job. It further serves as a contract between Air Education and Training Command and the user to show which of the overall training requirements for an Air Force specialty code that the formal school teach.

**Standard.** An exact value, a physical entity, or an abstract concept, established as defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures or evaluating results. A fixed quantity or quality.

**Total Force.** All collective Air Force components (active, reserve, guard and civilian elements) of the United States Air Force.

**Upgrade Training (UGT).** Mandatory training which leads to attainment of higher level of proficiency.

## ***Section A - General Information***

**1. Purpose.** The CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM function managers (MFMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. For 3V0X1, 3V0X2 AND 3V0X3 career fields, American Forces Information Service (AFIS) at Ft George Meade, MD provides training. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge training required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

**1.1.** Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

**1.2.** Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

**1.3.** Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

**1.4.** Identifies major resource constraints, which impact full implementation of the desired career field training process.

**2. Uses.** This plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

**2.1.** AFIS training personnel will develop/revise formal resident training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the Air Force Career Field Manager to develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.

**2.2.** MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion in this plan and must not duplicate available training.

**2.3.** Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

**3. Coordination and Approval.** The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

## ***Section B - Career Progression and Information***

### **4. Specialty Description.**

**4.1. Specialty Summary.** The Visual Information Career Field encompasses production-documentation and photoprocessing functions associated with visual information library, presentations, editorial, graphics, conventional and technical still photography, optical instrumentation, motion picture photography, television, and sound recording. Included are armament recording and other non-reconnaissance airborne image acquisition functions and base, dedicated mission, or reconnaissance photoprocessing.

**4.1.1. 3V031.** Prepares artwork, sketches, charts, and layouts for publications, displays, training, visual information production, and medical requirements. Operates visual information equipment; assists in preparing and using visual information aids and audio or video recordings.

**4.1.2. 3V032.** Accomplishes, processes or supervises still, continuous, and computer generated imagery. Supports base level, technical, contingency, reconnaissance, aerial mapping, special mission production, or combat requirements. Performs imagery tests and analyses, and certifies, monitors, and regulates imaging equipment; Captures, stores, enhances, crops, prints, or transmits images via satellite, telephone, or secure transmission systems.

**4.1.3. 3V033.** Performs or supervises motion media activities. Uses motion media systems to provide aerial or ground visual information production or documentation support to Air Force educational, training, operational, or corporate communication requirements. Perform related editorial duties.

### **4.2. Duties and Responsibilities.**

#### **4.2.1. 3V0X1.**

**4.2.1.1.** Plans and prepares graphic images, special displays, and exhibits. Develops graphic products for direct viewing, printing, and reproduction; photography and projection; and television presentation. Prepares sequential artwork for use in series or to achieve cinemagraphic animation and special effects. Compiles and depicts data using various media, drawing instruments, and electronic equipment. Employs visual elements and principles of composition including style, balance, contrast, tone, color, dominance, and subordination.

**4.2.1.2.** Operates special graphics equipment including graphic imaging systems, copy cameras, and serigraphic, printing, duplicating and processing equipment.

**4.2.1.3.** Operates and maintains presentation equipment. Sets up, position, synchronizes, and operates various types of cameras, projectors, video and audio recorder-reproducers and monitors, video teleconference, digital interface, computers, and multimedia equipment. Selects lenses, screens, or television monitors according to viewing distance, medium type, ambient light, and audience size. Position microphones, records proceedings, and arranges viewing or conference areas. Directs on-line modifications of visual information products during presentations or conferences.

**4.2.1.4.** Prepares medical illustrations. Prepares anatomical and pathological sketches or drawings. Collaborates with physicians on specific cases to ensure optimum illustrative results. Prepares accurate and realistic moulages.

**4.2.1.5.** Designs, integrates, and supervises presentations facilities and systems. Prepares facility layouts, electrical cabling schematics, equipment switching procedures, and links acoustical equipment with projection systems for classrooms, conference rooms, theaters, and teleconferencing facilities.

**4.2.1.6.** Supervises or performs visual information functions. Administers, monitors, and evaluates operating expenditures, and prepares future operating budget estimates. Ensures proper disposition of visual information record material. Observes copyright and reproduction restrictions. Conducts customer relations programs. Manages visual information communication program.

#### **4.2.2. 3V0X2.**

**4.2.2.1.** Performs photographic assignments. Acquires imagery in controlled, uncontrolled and combat environments. Applies principles of composition. Conceives, visualizes, and produces images, accomplishes combat documentation, investigative, record, informational, and other imagery. Obtains pertinent data and writes captions and cover stories. Selects and crops pictures for layouts and picture stories.

**4.2.2.2.** Accomplishes photographic imaging. Coordinates with customers, performs photographic imaging acquisition and processing of reversal, original negative, master negative, duplicate negative, digital photography and prints. Selects, inspects, tests camera, film and photographic processing systems. Determines and uses appropriate cameras, films, filters, lighting, and accessory equipment. Operates, monitors, and adjusts photographic processors to ensure processing parameters are maintained. Evaluates processed imagery to discern any physical or chemical defects, and takes corrective action.

**4.2.2.3.** Operates or supervises operation of image acquisition equipment. Uses imaging systems, cameras, and lighting equipment to obtain optimum exposures using various meters, electronic flash, and exposure control methods. Uses light intensifier tubes (night vision); operates portable satellite systems, imaging computers and modems to transmit, receive or store images.

**4.2.2.4.** Performs copy and duplication functions. Copies flat art, prints, slides, and computer generated products. Makes duplicate negatives, slides, inter-negatives, and positives. Uses specialized lighting and filters to control color balance.

**4.2.2.5.** Processes or supervises the process of black and white and color imagery. Inspects sensitized materials for physical defects; processes negative, inter-negative, positive and reversal film, using time/temperature and controlled agitation methods. Monitors and adjusts processors to ensure processing parameters are maintained. Edits materials, attaches leaders, including annotations, and titles film with required information. Monitors photographic materials through continuous processors for proper tracking, speed and tension. Loads and downloads materials without interrupting processing; detects and corrects machine malfunctions through sense of sight, hearing or touch. Conducts sensitometric and densitometric measurements and analyses. Constructs, interrupts, and determines the effects of exposure and development on emulsion density and contrast. Computes film speed, gradient exposure, and color balance.

**4.2.2.6.** Mixes, analyzes and controls chemical processes. Mixes photographic processing chemicals according to manufacturers directions. Safeguards against toxic, caustic, explosive chemical hazards, or improper disposal of by-products. Measures and controls potential for (pH), specific gravity, concentration and silver content. Calculates residual thiosulfate content of processed film and paper. Certifies photographic solutions for use; calculates replenisher formulas and rates.

**4.2.2.7.** Operates or supervises the operation of imagery print production equipment, including; projection, optical, automated, and computer controlled printers. Determines materials, printing methods, and exposure requirements. Ensures printers are set to obtain optimum size, sharpness, diametrical, stability, correction, or rectification, density, contrast color balance, and color saturation according to printing instructions. Selects paper grades or types, and uses individual filters or filter combinations to control contrast or color balance. Exercises print control techniques using conventional or electronic means. Performs operator preventive maintenance.

**4.2.2.8.** Performs quality assurance. Uses statistical quality assurance methods to establish and maintain imagery quality. Employs, computes, and analyzes development effects on density and contrast, using sensitometric procedures. Maintains process control charts to statistically evaluate data and to determine causes of process variations. Uses acceptable sampling methods to maintain quality assurance. Ensures accuracy of automated processors.

**4.2.2.9.** Performs medical image recording functions. Coordinates with medical staff to perform clinical and surgical micro and macro photography using specialized photographic cameras and lighting equipment.

**4.2.2.10.** Performs aerial photographic assignments. Coordinates with pilots and aircrew on mission requirements for proper aircraft positioning. Sets up and operates stabilized camera mounts and ancillary lighting systems on-board aircraft.

**4.2.2.11.** Supervises or performs photographic imaging functions. Observes copyright and reproduction restrictions. Catalogs, files, and disposes of photographic products IAW AFI 33-117. Supervises or performs preventative maintenance, and periodic photographic imagery calibration. Conducts progressive customer relations programs to make sure visual information products meet user needs. Manages or executes the visual information hazard communications program, the unit silver recovery program, and environmental health and safety programs. Assures products comply with copyright and reproduction restrictions.

### **4.2.3. 3V0X3.**

**4.2.3.1.** Supervises or accomplishes aerial or ground camera assignments. Determines equipment requirements, researches subject matter, and establishes shooting outline. Effects necessary coordination and ensures equipment is in proper operating condition. Operates camera, lighting, and related equipment. Determines optimum camera placement and settings. On aerial assignments, coordinates with pilot to ensure proper aircraft positioning and maneuvering to obtain desired results. Acquires data for captions, background material, cover stories, and logs. Performs operator maintenance on equipment. Determines most appropriate recording methods. Maintains continuity, orientation, and screen direction. Uses recording techniques compatible with editing. Reviews plans or scripts to determine resources requirements. Determines camera angles, lighting, and special effects. Ensures color compatibility between subject matter and backgrounds. Determines proper lighting and camera settings to ensure color match of related scenes shot at different locations. Matches interior and exterior scenes. Assists in selecting shooting locations. Ensures proper slating and identification.

**4.2.3.2.** Performs production-related functions. Assists producers, directors, and writers. Coordinates with requesters to define subject matter and treatment, and assists with script preparation. Prepares and arranges studio sets and related scenery or props. Direct rehearsal and recording activity; evaluates production treatment for suitability; and determines selection, timing, and sequencing of material for electronic editing or post-production assembly. Operates ancillary television production equipment such as character generators and film chains.

**4.2.3.3.** Acts as technical director or switcher. Integrates various television inputs. Operates switcher-fader, special effects, chroma-key, and remote controls. Sets up and accomplishes switching and special effects on cue. Ensures availability and technical adequacy of all inputs. Performs operational checks to insure functional readiness of equipment prior to recording.

**4.2.3.4.** Acts as floor manager. Arranges and controls illumination for proper coverage, intensity, and color balance. Supervises construction, handling, and storing of studio equipment or props. Relays cues and signals, and assists production director.

**4.2.3.5.** Functions as video camera operator. Ensures video coverage of staged or spontaneous events. Assists Video controller with camera setup; prepares and consults shot lists; and provides camera coverage during rehearsals and recording sessions. Proofreads and corrects teleprompter scripts prior to production. Instructs talent in effective techniques or prompter use.

**4.2.3.6.** Acts as prompter operator. Loads, unloads, and operates prompter.

**4.2.3.7.** Performs visual information editorial functions. Reviews and edits visual information materials. Identifies and reduces material to individual scenes or sequences, and assembles proper order. Edits, assembles, and synchronizes recorded sound with imagery. Integrates special effects and prepares cue sheets.

**4.2.3.8.** Accomplishes audio recording or sound distribution. Directs or produces original recordings of music, sound effects, dialog, or narration. Directs or produces original recordings of music, sound effects, dialog, or narration. Transfers or duplicates optical or magnetic audiotapes. Selects and cues audio source material while operating recorders, reproducers, or projectors in interlock. Electronically combines and balances multiple sound inputs while operating mixing console to create optimum composite audio programs.

**4.2.3.9.** Performs optical instrumentation. Supports scientific analysis, test documentation, and aerial photographic requirements with motion media systems. Consults with and assists engineers and scientific advisers on all phases of optical instrumentation. Determines techniques to be used employing normal speed, high speed, or ultra speed metric and space position photography.

**4.2.3.10.** Supervises or performs visual information functions. Observes copyright and reproduction restrictions. Ensures proper disposition of visual information record materials. Ensures periodic equipment calibration. Supervises or executes and maintains customer relations programs and visual information hazard communication program.

**5. Skill/Career Progression.** Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career. The following narrative for Career Field 3V0XX identifies skill progression.

**5.1. Apprentice (3) Level.** Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident courses; E5 ABD 3V031 000, Visual Information Apprentice (**AFIS-BGR**), E5AQD3V032 000, Basic Still Photo (**AFIS-BSP**), E5ABD3V032 004, Photographic Processing Maintenance/Quality Control (**AFIS-PPMQC**), E5ABD3V033 001, Visual Information Production – Documentation Apprentice (**AFIS-VPD**) located at Ft George Meade, MD. Initial skills training requirements were identified during a 3V0X2 Utilization and Training Workshop.. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of occupational survey report (OSR) data, training requirements analysis (TRA) data, and 3V0XX subject matter expert (SME) input. Task and knowledge training requirements are identified in the STS, Part II of this plan. Individuals must complete the initial skills course to be awarded AFSC 3V031, 3V032, or 3V033. Specific requirements for each skill level are described in AFI 36-2108. Upon completion of initial skills training, trainees work with trainer to enhance their knowledge and skills.

**5.2. Journeyman (5) Level.** Training to the 5-level in this specialty consists of the tasks and knowledge training identified in the STS, and provided for in CDCs 3V051, 3V052, or 3V053. In order to be awarded 5-skill level, an individual must complete the CDCs and, mandatory 5-skill level minimum upgrade requirements. Continuation training is available upon award of the 5-skill level and should be utilized based on an individual's particular duty position requirements.

**5.3. Craftsman (7) Level.** Upgrade training to the 7-skill level in this specialty is satisfied by: 18 months time-in-grade as a SSgt, successful completion of course E3ACP3V071 001. Continuation training is available and should be based on the individual's particular training needs.

**5.4. Superintendent (9) Level.** To be awarded AFSC 3V090, an individual must be an E-8 or E-8 selectee and complete the Senior NCO Academy in residence.

**6. Training Decisions.** This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Visual Information Specialties. The spectrum includes strategy of when, where, and how to meet these training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a fragmented approach to training. The following training decisions were made during the 3V0XX Utilization and Training Workshop held 5-9 October 1998 at Ft George Meade, MD.

**6.1. Initial Skills.** Initial/entry level skills are taught in courses ; E5 ABD 3V031 000, Visual Information Apprentice (**AFIS-BGR**), E5AQD3V032 000, Basic Still Photo (**AFIS-BSP**), E5ABD3V032 004, Photographic Processing Maintenance/Quality Control (**AFIS-PPMQC**) , E5ABD3V033 001, Visual Information Production – Documentation Apprentice (**AFIS-VPD**) located at Ft George Meade, MD.

**6.2. Five level Upgrade Training Requirements.** The 5-level CDC's were revised to add needed material and to reduce requirements in areas no longer needed.

**6.3. Seven Level Upgrade Training Requirements.** The 7-level was designed to provide enhanced training in budgeting, 5-year equipment plans, customer relations, electronic imaging, and related visual information career fields.

**6.4. Proficiency Training.** Any additional knowledge and skill requirements, which were not taught through initial skill or upgrade training were assigned to continuation training. The purpose of the continuation training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MAJCOMs must develop a continuation training program that ensures individuals in the visual information career field receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements.

**7. Community College of the Air Force.** Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

**7.1. Occupational Instructor Certification.** Upon Completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor,

**7.2. Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels. Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

**7.3. Degree Requirements.** All airmen are automatically entered into the CCAF program. Prior to completing an associates degree, the 5-level must be awarded and the following requirements must be met:

	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total	64

**7.3.1. Technical Education** (24 Semester Hours): A minimum of 12 hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

**7.3.2. Leadership, Management, and Military Studies** (6 Semester Hours): Professional military education and/or civilian management courses.

**7.3.3. Physical Education** (4 Semester Hours): This requirement is satisfied by completion of Basic Military training.

**7.3.4. General Education** (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with definitions of applicable General Education subjects/courses as provided in the CCAF General catalog.

**7.3.5. Program Electives** (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the applicable General Catalog for details regarding the Associates of Applied Science for this specialty.

**7.4.** Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an air Education and training Command instructor should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the southern Association of Colleges and Schools.

## 8. Enlisted Career Path.

Table A8.1. Enlisted Career Path				
Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
<b>Basic Military Training school</b>				
<b>Apprentice Technical School</b> (3-Skill Level)	Amn A1C	6 months 16 months		
<b>Upgrade To Journeyman</b> (5-Skill Level) - Complete 3 months duty position/apprentice experience before beginning journeyman training. - Minimum 12 months on-the-job training. - Complete appropriate CDC if/when available. - Sew-on SrA for award of the 5-skill level.	SrA	3 years	28 months	10 Years
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<b>Trainer</b> - ALS graduate. - Possess the same AFSC at a higher skill level than the trainee, and be certified to train others. - Must attend formal OJT Trainer Training and appointed by Commander.			
<b>Upgrade To Craftsman</b> (7-Skill Level) - Minimum rank of SSgt. - 18 months OJT. - Complete appropriate CDC if/when available. - Advanced Technical School.	SSgt	7.5 years	3 years	20 Years
	<b>Certifier</b> - Possess at least a 7-skill level in the same AFSC, if possible but not required. - Attend formal OJT Certifier Course and appointed by Commander. - Be a person other than the trainer.			
<b>Noncommissioned Officer Academy</b> (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	20 Years
	MSgt	16 years	8 years	24 Years
<b>USAF Senior NCO Academy (SNCOA)</b> - Must be a SMSgt or SMSgt Selectee or selected MSgts - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19.2 years	11 years	26 Years
<b>Upgrade To Superintendent</b> (9-Skill Level) - Minimum rank of SMSgt. - Must be a resident graduate of SNCOA (Active Duty Only).	CMSgt	21.5 years	14 years	30 Years

## **Section C - Skill Level Training Requirements**

**9. Purpose.** Skill level training requirements in the visual information career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements and identified in the STS at part II, Sections A and B of this CFETP.

### **10. Specialty Qualification.**

#### **10.1. Apprentice Level Training:**

**10.1.1. Specialty Qualification.** Completion of high school. Eligibility for a Secret security clearance is mandatory for award and retention of the semiskilled AFSC. Normal color vision is required.

**10.1.1.1. Knowledge.**

**10.1.1.2. Education.**

**10.1.1.3. Training.**

**10.1.1.4. Experience.**

**10.1.1.5. Other.**

**10.1.2. Training Sources and Resources.** Completion of E5 ABD 3V031 000, Visual Information Apprentice (AFIS-BGR), E5AQD3V032 000, Basic Still Photo (AFIS-BSP), E5ABD3V032 004 and Photographic Processing Maintenance/Quality Control (AFIS-PPMQC) , or E5ABD3V033 001, Visual Information Production – Documentation Apprentice (AFIS-VPD) located at Ft George Meade, MD, satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level. The COL (Part II, Section B of this CFETP) identifies all the knowledge and tasks, with their respective standards.

**10.1.3. Implementation.**

#### **10.2. Journeyman Level Training:**

**10.2.1. Specialty Qualification.** All 3V051, 3V052 or 3V053 qualifications apply.

**10.2.1.1. Knowledge.**

**10.2.1.2. Education.**

**10.2.1.3. Training.**

**10.2.1.4. Experience.**

**10.2.1.5. Other.**

**10.2.2. Training Sources and Resources.** CDCs provide the career knowledge training required. The current STS shows the tasks that are trained through the CDC material. Continuation/qualification training and OJT are provided by qualified trainers using AFJQS/AFQTPs written for equipment and specialty knowledge items. CDC 3V052 is available for upgrade purposes through the unit training manager. AFJQS/AFQTPs are Air Force publications and are mandatory for use in qualification training. Instructions are provided in AFIND 8 for requesting current AFJQS/AFQTPs. They are obtained through normal publication channels. Procedures for requesting development of AFJQS/AFQTPs are contained in AFI 36-2616. AFJQS/AFQTPs are listed in Part II, Sections A and B.

**10.2.3. Implementation.** Entry into OJT is accomplished 6 months after an individual is assigned their first duty station out of technical school. Qualification training is initiated anytime an unqualified individual is assigned unfamiliar duties.

### **10.3. Craftsman Level Training:**

**10.3.1. Specialty Qualification.** All 3V051 qualifications apply to the 3V071 requirements.  
All 3V052 qualifications apply to the 3V072 requirements.  
All 3V053 qualifications apply to the 3V073 requirements.

#### **10.3.1.1. Knowledge.**

**10.3.1.2. Education.** To assume the grade of SSgt individuals must be graduates of the Airman Leadership School and to assume the grade of MSgt individuals must be graduates of the NCO Academy.

**10.3.1.3. Training.** Completion of the following requirements is mandatory for the award of the 7-skill level AFSC: All STS core tasks for the assigned duty position, and the 7-level technical school course. Completion of Base Visual Information Manager Course, is desirable for assignment to a Base Visual Information Manager BVIM position.

**10.3.1.4. Experience.** Prior qualification as an Apprentice/Journeyman is mandatory. Experience in managing, supervising, or developing education or training programs, performing or supervising functions within the visual information center is mandatory for award of the 7-skill level.

#### **10.3.1.5. Other.**

**10.3.2. Training Sources and Resources.** Knowledge requirements are specified in the specialty qualification section (above) for award of the 7-skill level. The STS identifies all core tasks required for qualification. Upgrade and qualification training are provided by qualified trainers using available QTPs written for the duty position, program to be managed, or equipment to be used. QTPs are Air Force publications and are mandatory for use when available for a duty position, program, or piece of equipment. They are obtained through normal publication channels in accordance with the procedures in AFIND 8. Procedures for requesting development of QTPs to support training are contained in AFIND 8. A list of training courses and QTPs is at Part II, Sections A and B, respectively, of this CFETP. Requests for qualified trainers should be directed to your base training manager. Continuation/qualification training and OJT are provided by qualified trainers using AFJQS/AFQTPs written for equipment and special task knowledge items and management functions

#### **10.3.3. Implementation.**

### **10.4. Superintendent Level Training:**

**10.4.1. Specialty Qualification.** Knowledge of Visual Information Production/Documentation functions, Visual Information Base Service Center functions, Combat Camera Squadron operations, and Photographic Instrumentation operations in support of Air Force Test and Evaluation and Research and Development programs; maintenance, and support training management, functions, and policies, personnel management, and administrative techniques, wartime and contingency training planning; and test development, administration, and management is mandatory.

**10.4.1.1. Knowledge.**

**10.4.1.2. Education.** Completion of the Senior NO Academy is mandatory for award of the 9-skill level AFSC.

**10.4.1.3. Training.** Completion of the duty position training

**10.4.1.4. Experience.** Qualification as a Craftsman is mandatory.

**10.4.1.5. Other.**

**10.4.2. Training Sources and Resources.** The STS identifies all the core tasks required for qualification in the individual's duty position. Qualified trainers provide upgrade and qualification training. Requests for qualified trainers should be directed to your base training manager. Continuation (advanced) training courses are available and attendance should be used based on the individual's particular training needs

**10.4.3. Implementation.** Entry into upgrade training is initiated when an individual possesses the 7-skill level and is an E7 selectee or in the grade E7 or higher. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

**11. Career Field Flowcharts:** A chart depicting this specialty's career path is presented in Section B para 8. The career path outlines when training is required for each skill level and function within the specialty.

#### ***Section D - Resource Constraints***

**12. Purpose.** This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

There are currently no resource constraints.

### ***Section E - Transitional Training Guide***

There are currently no transition training requirements. This area is reserved.

## ***Part II***

### ***Section A - Specialty Training Standard***

**1. Implementation.** This STS will be used for resident technical training provided by AETC and 7-level classes beginning 20020128 and graduating 20020117. New 5-level CDCs will be available under this STS on or before 1 Dec 2002. Recommend June 1999 STS be maintained for CDC/STS proficiency code comparison until new CDCs are fielded.

**2. Purpose.** As prescribed in AFI 36-2201, this STS:

**2.1.** Lists in Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level. Column 2 identifies Core Tasks, which are specialty-wide training requirements and are depicted below.

\* Requires training in all AFSCs

# Requires training for 3V0X1 trainees only

\$ Requires training for 3V0X2 trainees only

@ Requires training for 3V0X3 trainees only

**2.2.** Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. (As a minimum, use the following column designators: (Training Complete, Certifier Initials)

**2.3.** Shows formal training and correspondence course requirements. Column 4A shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and the career knowledge provide by the AFSCs 3V0XX, Visual Information Career Field. Column 4B shows the knowledge level an individual should posses after taking the 5-level CDC. Column 4C shows the proficiency to be demonstrated on the job by the graduate as a result of training in Course E3ACP3V071 001, Visual Information Craftsman. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

**2.4. Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and CDCs.

**2.5.** Becomes a job qualification standard (JQS) for OJT when placed in AF Form 623, On-The-Job Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

**2.5.1. Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part II of the CFETP: Training Completed, Trainee Initials Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. *NOTE:* The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

**2.5.1.1. Converting from Old Document to CFETP.** Use the new CFETP to identify and certify all past and current qualifications.

**2.5.1.1.1. A:** For those tasks previously certified and required in the current duty position, evaluate current qualifications and when verified recertify using current date as completion date and enter trainees and certifier's initials. Remember, during the transcription process no training is taking place. Therefore, the trainee's initials are not required.

**2.5.1.1.2. B:** For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date, as completion date and enter trainee's and trainers initials.

**2.5.1.1.3. C:** When transcribing previous certification for tasks not required in the current duty position, carry forward *only* the previous completion date of certification (Not the initials of another person). If and when transcribed tasks become a duty position requirement, recertify using standard certification procedures.

**2.5.1.1.4. D:** The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their prescribed roles.

**2.5.1.1.5. E:** Upon completion of the transcription process, give old CFETP to the member.

**2.5.1.2. Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 36-2108. For two-time CDC course exam failures; supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. *NOTE:* Career knowledge must be documented prior to submitting a CDC waiver .

**2.5.1.3. Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her assigned position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623A, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

**2.5.2. Training Standard.** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

**2.5.2.1. Core Tasks.** To be considered fully qualified and eligible for higher skill level award, personnel must be duty position qualified and be trained and certified on all core tasks. Only the base training manager in coordination with the MAJCOM IM functional manager and concurrence of the AFCFM can waive core task training and/or certification.

**2.6.** Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career field develops Specialty Knowledge Tests (SKT) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members to be most appropriate for promotion to higher grades. Questions are based on study references listed in WAPS Catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, Volume 1). WAPS is not applicable to the Air National Guard or Air Force Reserve.

**3. Recommendations.** Report unsatisfactory performance of individual course graduates to 336 TRS/TR, 600 Hangar Rd, Keesler AFB MS 39534-2235. Reference specific STS paragraphs. A customer service information line has been installed for the supervisor's convenience. For a quick response to problems, call our Customer Service Information Line, Defense Switched Network (DSN) 597-4566 or 597-8388 (Fax) anytime day or night.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

JOHN L. WOODWARD, JR., Lt General, USAF  
DCS/Communications and Information

Attachments:

### Trainer/Certifier Identification

NAME OF TRAINEE		
PRINTED NAME (Last, first, MI)	Initials (Written)	SSAN
PRINTED NAME OF CERTIFYING OFFICIAL AND WRITTEN INITIALS		

### PROFICIENCY CODE KEY

LEVELS	SCALE VALUE	
TASK PERFORMANCE	1	CAN DO SIMPLE PARTS OF THE TASK. NEEDS TO BE TOLD OR SHOWN HOW TO DO MOST OF THE TASK. (EXTREMELY LIMITED)
“	2	CAN DO MOST PARTS OF THE TASK. NEEDS HELP ONLY ON THE HARDEST PARTS. (PARTIALLY PROFICIENT)
“	3	CAN DO ALL PARTS OF THE TASK. NEEDS ONLY A SPOT CHECK OF COMPLETED WORK. (PROFICIENT)
“	4	CAN DO THE COMPLETE TASK QUICKLY AND ACCURATELY. CAN TELL OR SHOW OTHERS HOW TO DO THE TASK. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE	a	CAN NAME PARTS, TOOLS, AND SIMPLE FACTS ABOUT THE TASK (NOMENCLATURE)
“	b	CAN DETERMINE STEP BY STEP PROCEDURES FOR DOING THE TASK. (PROCEDURES)
“	c	CAN IDENTIFY WHY AND WHEN THE TASK MUST BE DONE AND WHY EACH STEP IS NEEDED. (OPERATING PRINCIPLES)
“	d	CAN PREDICT, ISOLATE, AND RESOLVE PROBLEMS CONCERNING THE TASK. (ADVANCED THEORY)
**SUBJECT KNOWLEDGE	A	CAN IDENTIFY BASIC FACTS AND TERMS ABOUT THE SUBJECT. (FACTS)
“	B	CAN IDENTIFY RELATIONSHIP OF BASIC FACTS AND STATE GENERAL PRINCIPLES ABOUT THE SUBJECT. (PRINCIPLES)
“	C	CAN ANALYZE FACTS AND PRINCIPLES AND DRAW CONCLUSIONS ABOUT THE SUBJECT. (ANALYSIS)
“	D	CAN EVALUATE CONDITIONS AND MAKE PROPER DECISIONS ABOUT THE SUBJECT. (EVALUATION)

#### EXPLANATIONS

- \* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task (e.g., b and 1b).
- \*\* A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to a specific task, or for a subject common in several tasks.
- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
<b>1. SECURITY</b> TR: DOD 5200.1-R; AFI 31-401, 33-211	*									
1.1. MAJCOM/FOA EEFIs							A	.	.	.
1.2. Specific OPSEC/COMSEC vulnerabilities							A	A	B	.
<b>2. SAFETY HAZARDS</b> TR: AFI 91-301	*									
2.1. Job Safety							A	A	B	.
2.2. Use Material Safety Data Sheet (MSDS)							a	.	.	.
<b>3. ENVIRONMENTAL RESPONSIBILITIES</b> TR: AFOSH TD 161-21, 1G	*						A	A	B	.
<b>4. TECHNICAL PUBLICATIONS</b> TR: Commercial Manuals	*									
4.1. Use manuals and pamphlets to obtain operating instructions for equipment							2a	.	.	.
4.2. Use commercial publications to obtain operating instructions for equipment							2a	.	.	.
<b>5. SUPERVISION</b> TR: AFI 36-2201, AFP 36-2241, AFI 36-2403, AFI 33-117										
5.1. Orient new personnel							.	.	.	.
5.2. Assign personnel to work crews							.	.	.	.
5.3. Plan work assignments and priorities							.	.	.	.
5.4. Schedule work assignments							.	.	.	.
<b>5.5. ESTABLISH</b>										
5.5.1. Multimedia equipment plan							.	.	B	.
5.5.2. Performance standards for quality control							.	A	A	.
5.6. Evaluate work performance of subordinate personnel							.	.	.	.
5.7. Resolve technical problems for subordinate personnel							.	.	.	.
5.8. Counsel personnel and resolve individual problems							.	.	.	.
5.9. Initiate action to correct substandard performance by personnel							.	.	.	.
5.10. Prepare										
5.10.1. Reports							.	.	.	.
5.10.2. Functional charts							.	.	.	.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
5.11. AF Equipment Management TR: AFI 23-111, AFMAN 67-1, 23-110 CD								.	.	
5.11. AF Equipment Management( (Cont'd)										
5.11.1. Special requisitions							.	.	.	.
5.11.2. Issue slips							.	.	.	.
5.11.3. Turn-in slips							.	.	.	.
5.11.4. Report of Survey							.	.	.	.
5.12. <i>ANALYZE</i>										
5.12.1. Reports							.	.	.	.
5.12.2. Costs							.	.	.	.
5.13. Budget, i.e., Program Objective Memorandum (POM)							.	.	B	.
6. TRAINING TR: AFI 36-2201 & AFP 36-2241										
6.1. Evaluate personnel to determine need for training							.	.	.	.
6.2. <i>PLAN AND SUPERVISE OJT</i>										
6.2.1. Prepare job qualification standard							.	.	.	.
6.2.2. Conduct training							.	.	.	.
6.2.3. Counsel trainees on their progress										
6.2.4. <i>MONITOR EFFECTIVENESS OF TRAINING</i>										
6.2.4.1. Career knowledge upgrade							.	.	.	.
6.2.4.2. Job proficiency upgrade							.	.	.	.
6.2.4.3. Qualification							.	.	.	.
7. CUSTOMER SERVICE/RELATIONS TR: AFI 33-117										
7.1. Determining/recommending multimedia product requirements	*						A	B	B	.
7.2. Select VI equipment to support required Multimedia products	*						2a	B	.	.
7.3. Process work order requests							2b	.	.	.
7.4. Copyright and reproduction restrictions	*						A	B	B	.
7.5. Disposition of multimedia records and photography	*						A	B	B	.
7.5.1. Accessioning							A	B	B	.
7.5.2. Transmitting							A	B	B	.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
7.6. DAVIS system							.	A	B	.
7.7. Marketing							.	A	B	.
7.8. Feedback tools							.	A	.	.
8. COMBAT MOBILITY OPERATIONS TR: DoD 5040.2, 5040.4, 5122.5; AFI 33-117, AFD 37-1										
8.1. EXECUTE PREDEPLOYMENT PHASE										
8.1.1. Tasking							a	A	B	.
8.1.2. PLANNING										
8.1.2.1. Equipment							a	A	B	.
8.1.2.2. Supply							a	A	B	.
8.1.2.3. Personnel							a	A	B	.
8.2. EXECUTE DEPLOYMENT PHASE										
8.2.1. LAN/Computers/Communications Connectivity							a	A	A	.
8.2.2. Data compression/decompression							a	A	.	.
8.2.3. Combat Documentation	*						a	.	B	.
8.2.4. Captions	*						.	.	B	.
8.2.5. Weapon System Video(WSV) TR: AFI 33-132							.	.	B	.
8.3. EXECUTE POST DEPLOYMENT PHASE										
8.3.1. Shipping Products							.	A	B	.
8.3.2. After action report TR: DOD 5040-4							a	A	B	.
9. CONTRACT OPERATIONS										
9.1. Outsourcing and Privatization (O&P)							.	.	A	.
9.2. Most Efficient Organization (MEO)							.	.	A	.
9.3. Performance Work Statement (PWS)							.	.	A	.
9.4. Quality Assurance Surveillance Plan (QASP)							.	.	A	.
10. VI ELECTRONIC IMAGING SYSTEM TR: Manufacturer's Manual										
10.1. Theory of Electronic Imaging							B	B	B	.
10.2. Characteristics of electronic Charged Coupled Devices (CCD)							A	A	.	.
10.3. USE HARDWARE										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
10.3.1. Workstation							B	B	.	.
10.3.2. Input devices										
10.3.2.1. Keyboard/mouse	#						2b	B	.	.
10.3.2.2. Image scanner	#									
<b>10. VI ELECTRONIC IMAGING SYSTEM (Cont'd)</b>										
10.3.2.2.1. Film							2b	.	.	.
10.3.2.2.2. Flatbed							2b	B	.	.
10.3.2.3. Digitizing devices										
10.3.2.3.1. Video Capture							2b	B	.	.
10.3.2.3.2. Digitizing Tablets							2b	B	.	.
10.3.2.3.3. Audio Capture							2b	B	.	.
10.3.3. Output devices										
10.3.3.1. Black and White laser printer	#						2b	B	.	.
10.3.3.2. Color printers	#						2b	B	.	.
10.3.3.3. Film recorder							2b	B	.	.
10.3.3.4. Video recorder							.	.	.	.
10.3.3.5. Plotter							.	.	.	.
10.3.3.6. Large format printer							.	B	.	.
10.3.3.7. High speed copier							.	B	.	.
10.3.4. Storage devices	#						2b	B	.	.
<b>10.4. USE SOFTWARE</b>										
10.4.1 Operating Systems							2b	B	.	.
10.4.2. Desktop publishing software							2b	B	.	.
10.4.3. Image editing software, AFI 33-117										
10.4.3.1. Ethics							B	B	B	.
10.4.3.2. Methods							2b	B	.	.
10.4.3.3. File Format							2b	B	.	.
10.4.4. Presentations	#						b	B	.	.
10.4.5. Communications	#									
10.4.5.1. Data Compression/Decompression							2b	B	.	.
10.4.5.2. Data transfer							2b	B	.	.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
10.4.6. Graphic design	#						2b	B	.	
10.4.6.1. Vector							2b	B	B	
10.4.6.2. Raster							2b	B	B	
10.4.7. Multimedia							.	.	.	.
10.4.8. Animation										
10.4.8.1. Two dimensional							2b	B	.	
10. VI ELECTRONIC IMAGING SYSTEM (Cont'd)										
10.4.8.2. Three dimensional							2b	B	B	
10.4.9. World Wide Web Publishing (design)							1a	B	B	.
10.5. <i>SYSTEM MANAGEMENT</i>										
10.5.1. Local Area Network							A	B	B	
10.5.2. File Management							2b	B	B	
10.5.3. Telecommunications							A	B	.	.
10.5.4. Configuration/Calibration										
10.5.4.1. Monitor							1a	B	.	
10.5.4.2. Input device							1a	B	.	
10.5.4.3. Output device							1a	B	.	
11. PRESENTATIONS SUPPORT TR: AFI 33-117; Applicable Manufacturer's Manuals										
11.1. Scheduling presentation facilities							.	.	a	.
11.2. Assigning personnel to assist in presentations							.	.	a	.
11.3. Preparing presentation facilities										
11.3.1. Furniture position							.	B	B	.
11.3.2. Lighting control							.	B	B	.
11.3.3. Ventilation and temperature control							.	B	B	.
11.4. Set up and operate VI equipment										
11.4.1. Overhead projector							b	.	.	.
11.4.2. 35mm slide projector							b	.	.	.
11.4.3. Audio recording devices							b	.	.	.
11.4.4. Screens							b	.	.	.
11.4.5. Video/Data projector										
11.4.5.1. Video/audio inputs/outputs							2b	.	.	.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
11.4.5.2. Computer inputs							2b	.	.	.
11.4.6. Video camera							2b	.	.	.
11.4.7. Video cassette players/recorders							2b	.	.	.
11.4.8. Monitors/TVs							2b	.	.	.
11.4.9. Video editors/duplicators							2b	.	.	.
11.4.10. Video teleconferencing								.		
11.4.10.1. Types of systems										
<b>11. PRESENTATIONS SUPPORT</b> (Cont'd)										
11.4.10.1.1. Fixed							A	B	.	.
11.4.10.1.2. Desktops							A	B	.	.
11.4.10.1.3. Portable							A	B	.	.
11.4.10.1.4. LAN VTC							.	.	.	.
11.4.10.2. Components										
11.4.10.2.1. Computer Integration							A	B	.	.
11.4.10.2.2. Video/Data Converters							A	B	.	.
11.4.10.2.3. CODEC							A	B	.	.
11.4.10.2.4. Projection Integration							A	B	.	.
11.4.10.2.5. Cameras							A	B	.	.
11.4.10.2.6. Copy Boards							A	B	.	.
11.4.10.3. Types of transmission										
11.4.10.3.1. ISDN							A	B	.	.
11.4.10.3.2. Network interface							.	.	.	.
11.4.10.3.3. Dedicated lines							A	B	.	.
11.4.10.4. Scheduling										
11.4.10.4.1. DISA hubs							A	B	.	.
11.4.10.4.2. Local Networks							.	.	.	.
11.4.10.4.3. Local bridges							A	B	.	.
11.4.10.4.4. Common carriers							A	B	.	.
11.4.10.5. Security										
11.4.10.5.1. Room accreditation							A	B	.	.
11.4.10.5.2. Crypto Key procedures/Keying							A	B	.	.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
11.4.10.5.3. Encryption devices							A	B	.	.
11.4.10.6. Operating site requirements										
11.4.10.6.1. Scheduling calls							A	B	.	.
11.4.10.6.2. Placing calls							A	B	.	.
11.5. <i>AUDIO SYSTEMS</i>										
11.5.1. Acoustics							.	B	.	.
11.5.2. Microphone types and characteristics							.	B	.	.
11.5.3. Amplifiers/mixers							.	B	.	.
11.5.4. Loudspeakers							.	B	.	.
11. PRESENTATIONS SUPPORT (Cont'd)										
11.6. Operating dedicated channel cable television (CATV) TR: AFI 33-117							A	B	.	.
12. MAINTAIN VISUAL INFORMATION MEDIA TR: DOD 5040.2; AFI 33-117; Manufacturer Manual										
12.1. Characteristics										
12.1.1. Film							A	B	.	.
12.1.2. Audio/video tape							A	B	.	.
12.1.3. Digital media							A	B	.	.
12.1.4. Computer generated printer products							A	B	.	.
12.2. Media Storage										
12.2.1. Film							A	B	.	.
12.2.2. Magnetic media							A	B	.	.
12.2.3. Artwork file							A	B	.	.
12.2.4. Computer generated printer products							A	B	.	.
12.2.5. CD ROM Read/write							A	B	.	.
13. MAINTAIN VISUAL INFORMATION EQUIPMENT TR: Manufacturer Manual	#									
13.1. Clean VI equipment							2a	B	.	.
13.2. Perform inspection and operational check							2a	B	.	.
13.3. Adjust VI equipment							2a	B	.	.
13.4. Perform operator level troubleshooting and maintenance							b	B	.	.
14. USE BASIC DRAWING TOOLS AND EQUIPMENT TR: CDC 3V051							2b	b	.	.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
<b>15. USE FUNDAMENTALS OF DRAWING</b> TR: CDC 3V051	#									
15.1. Proportion							2b	b	.	.
15.2. Form							2b	b	.	.
15.3. Contour							2b	b	.	.
15.4. Shading and shadow							2b	b	.	.
15.5. Color theory							2b	B	.	.
15.6. Color media							2b	b	.	.
15.7. Perspective							2b	b	.	.
15.8. Design and layout										
15.8.1. Principles							2b	c	.	.
15.8.2. Elements							2b	c	.	.
15.8.3. Lettering							2b	c	.	.
15.8.4. Charts and graphs							2b	B	.	.
<b>16. PREPARE BRIEFING PRODUCTS</b> TR: CDC 3V051										
16.1. Overhead slides							2b	B	.	.
16.2. 35mm slides							2b	B	.	.
16.3. Electronic presentations	#						2b	B	.	.
16.4. Display boards							2b	B	.	.
<b>17. PRINTING REPRODUCTION</b> TR: CDC 3V051										
17.1. Methods							A	B	.	.
17.2. Prepare artwork							2b	B	.	.
17.3. Local capabilities							.	.	.	.
<b>18. PHOTO ELECTRONIC IMAGING SYSTEMS TR: Manufacturer's Manual</b>										
18.1. Theory of electronic imaging							B	B	.	.
18.2. Characteristics of electronic Charged Coupled Devices (CCD)							A	A	.	.
18.3. Use hardware	\$									
18.3.1. Work stations							2b	B	.	.
18.3.2. Input devices							2b	B	.	.
18.3.3. Output devices							2b	B	.	.
18.3.4. Image storage devices							2b	B	.	.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
18.4. Use software										
18.4.1. Operating system	\$						2b	B	.	.
18.4.2. Desktop publishing	\$						2b	B	.	.
18.4.3. Image editing TR: AFI 33-117	\$									
18.4.3.1. Ethics							B	B	B	.
18.4.3.2. Methods							2b	B	.	.
18.4.4. Data compression and decompression	\$									
18.4.4.1. Data transfer							2b	B	.	.
18.4.4.2. File format							2b	B	.	.
19.4.5. Graphics										
18.4.5.1. Vector based							2b	B	.	.
<b>18. PHOTO ELECTRONIC IMAGING SYSTEMS</b> (Cont'd)										
18.4.5.2. Raster based							2b	B	.	.
18.4.6. Multimedia							A	.	B	.
18.4.7. World Wide Web (WWW)							1a	A	.	.
<b>18.5. SYSTEM MANAGEMENT</b>										
18.5.1. Local Area Network (LAN)							A	B	B	.
18.5.2. File management							2b	B	B	.
18.5.3. Telecommunications							A	B	.	.
18.5.4. Configuration/Calibration	\$									
18.5.4.1. Monitor							1a	B	.	.
18.5.4.2. Output devices							1a	B	.	.
18.5.4.3. Input devices							1a	B	.	.
18.5.5. Troubleshooting										
18.5.5.1. Hardware							A	B	.	.
18.5.5.2. Software							A	B	.	.
<b>19. PRINCIPLES OF MATHEMATICS</b>										
19.1. Use basic math							.	.	.	.
19.2. Use logarithms							.	.	.	.
19.3. Use metric system							.	.	.	.
19.4. Apply statistics							.	.	.	.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
<b>20. EXISTING AND SUPPLEMENTAL LIGHTING</b> TR: <u>Photo Lab Index, Morgan and Morgan</u>										
20.1. Theory of Light							B	B	.	.
<b>20.2. USE PHOTOGRAPHIC LIGHT SOURCES</b>										
20.2.1. Daylight	\$						2b	B	.	.
20.2.2. Fluorescent	\$						2b	B	.	.
20.2.3. Incandescent	\$						b	B	.	.
20.2.4. Quartz halogen	\$						2b	B	.	.
20.2.5. Electronic flash	\$						2b	B	.	.
20.2.6. Infrared							.	.	.	.
20.2.7. Ultra-Violet							.	.	.	.
<b>21. PHOTOGRAPHIC EXPOSURE</b> TR: <u>Photo Lab Index, Morgan and Morgan</u>										
21.1. Principles of exposure							B	B	.	.
<b>21. PHOTOGRAPHIC EXPOSURE</b> (Cont'd)										
21.2. Calculate exposure										
21.2.1. Exposure data guide							2b	b	.	.
21.2.2. Flash guide numbers							2b	b	.	.
21.2.3. Light meters	\$						2b	b	.	.
21.2.4. Flash meters	\$						2b	b	.	.
<b>22. PHOTOGRAPHIC OPTICS</b> TR: <u>Photo Lab Index, Morgan and Morgan</u>	\$									
22.1. Principles of photographic optics							B	B	.	.
22.2. Characteristics of photographic lenses							B	B	.	.
22.3. Use lens (normal, wide-angle, telephoto, zoom, and special)										
22.3.1. Image size							2b	b	.	.
22.3.2. Depth of field							2b	b	.	.
<b>23. PHOTOGRAPHIC FILTERS</b> TR: <u>Photo Lab Index, Morgan and Morgan</u>										
23.1. Effects and limitations							B	c	.	.
23.2. Determine exposure compensation for filters							b	c	.	.
23.3. Use photographic filters										
23.3.1. Neutral density							b	c	.	.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
23.3.2. Polarizing							2b	c	.	.
23.3.3. Haze/UV							b	c	.	.
23.3.4. Color conversion							2b	c	.	.
23.3.5. Color compensating							2b	c	.	.
23.3.6. Hot mirrors							2b	A	.	.
24. BLACK & WHITE IMAGERY TR: <u>Photo Lab Index, Morgan and Morgan, TO 10-6.2</u>										
24.1. Imagery										
24.1.1. Inspect unprocessed film							.	.	.	.
24.1.2. Repair unprocessed film							.	.	.	.
24.1.3. Inspect processed imagery							.	.	.	.
24.1.4. Edit processed imagery systems							.	.	.	.
24.1.5. Break down rolls of processed film							.	.	.	.
24.1.6. Assemble							.	.	.	.
24.1.7. Annotate friskets DIA Manual 55-5 TR:							.	.	.	.
24. BLACK & WHITE IMAGERY (Cont'd)										
24.2. Processors										
24.2.1. Start up							.	.	.	.
24.2.2. Adjust							.	.	.	.
24.2.3. Certify										
24.2.3.1. Chemically							.	.	.	.
24.2.3.2. Mechanically							.	.	.	.
24.2.3.3. Sensitometrically							.	.	.	.
24.2.4. Monitor operations							.	.	.	.
24.2.5. Splice film							.	.	.	.
24.2.6. Shut down processor							.	.	.	.
24.2.7. Clean processor							.	.	.	.
24.3. Title imagery										
24.3.1. Certify titler							.	.	.	.
24.3.2. Operate titler							.	.	.	.
24.4. Clean photographic imagery							.	.	.	.
24.5. Printer										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
24.5.1. Start up printer							.	.	.	.
24.5.2. Certify printer							.	.	.	.
24.5.3. Operate printer										
24.5.3.1. Projector							.	.	.	.
24.5.3.2. Contact							.	.	.	.
24.5.4. Shutdown printer							.	.	.	.
<b>25. SENSITOMETRIC CONTROL FOR BLACK &amp; WHITE PROCESS</b> TR: TO 10-1-6-2										
25.1. Use sensitometers							.	.	.	.
25.2. Sensitometric measurements										
25.2.1. Process sensitometric strips							.	.	.	.
25.2.2. Use densitometer							.	.	.	.
25.2.3. Construct characteristic curve							.	.	.	.
25.2.4. Interpret characteristic curve										
25.2.4.1. Gamma							.	.	.	.
25.2.4.2. Average gradient							.	.	.	.
25.2.5. Analyze color balance							.	.	.	.
<b>25. SENSITOMETRIC CONTROL FOR BLACK &amp; WHITE PROCESS</b> (Cont'd)										
25.2.6. Control stock							.	.	.	.
25.3. Construct and use charts										
25.3.1. Time/speed gamma							.	.	.	.
25.3.2. Time/temperature							.	.	.	.
25.3.3. Tone reproductions							.	.	.	.
<b>26. CHEMICAL CONTROL</b> TR: Manufacturer's Manual										
26.1. Mix photographic chemistry							2b	B	.	.
26.2. Determine pH							2b	b	.	.
26.3. Measure specific gravity							2b	b	.	.
26.4. Calibrate flow rate meter							.	.	.	.
<b>27. REPRODUCTION PHOTOGRAPHY</b> TR: Photo Lab Index, Morgan and Morgan										
27.1. Copy										
27.1.1. Line drawings							2b	B	.	.
27.1.2. Continuous tone prints/halftones							.	.	.	.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
27.2. Position copy lights							2c	B	.	.
27.3. Duplicate color transparencies							2b	B	.	.
28. STUDIO PHOTOGRAPHY TR: Photo Lab Index, Morgan and Morgan										
28.1. Use studio lighting							2c	B	.	.
28.2. Pose subject										
28.2.1. Psychology							2c	B	.	.
28.2.2. Techniques							2c	B	.	.
28.3. Studio photography										
28.3.1. Accomplish portrait photography										
28.3.1.1. Formal							2c	B	.	.
28.3.1.2. Informal							2c	B	.	.
28.3.1.3. Group							2c	B	.	.
28.3.1.4. Full length							2c	B	.	.
28.3.2. Accomplish passport and identification photographs							2c	B	.	.
29. PHOTOGRAPHIC ASSIGNMENT TR: AFI 11-202 v3, 11-401, 33-117, DODD 5040.4										
29.1. Mission planning	\$									
29. PHOTOGRAPHIC ASSIGNMENT (Cont'd)										
29.1.1. Coordinate with customer							2b	B	.B	.
29.1.2. Research mission requirements							2b	B	.B	.
29.1.3. Develop shooting script							2b	B	.	.
29.1.4. Determine film and equipment requirements							2b	B	.B	.
29.2. Apply basic elements of composition	\$						2c	B	.	.
29.3. Combat documentation										
29.3.1. Principles							2b	B	.B	.
29.3.2. Aerial							A	B	.B	.
29.3.3. Night vision device							A	B	.	.
29.4. Documentation techniques TR: DOD 5040.2; AP Style Book										
29.4.1. Story ideas							A	B	.B	.
29.4.2. Write captions/cut lines TR: DD Form 2537	\$						2b	B	.2b	.

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		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
29.4.3. Gather cover story information	\$						2b	B	.B	.
29.4.4. Annotate record photography (VIRIN) TR: DD Form 2537	\$						2b	B	.B	.
29.4.5. Apply photographic techniques										
29.4.5.1. Field operations							2b	B	.	.
29.4.5.2. Sports/action							2b	B	.	.
29.4.5.3. Groups							2b	B	.	.
29.4.5.4. Short suspense assignments							.	B	.	.
29.4.5.5. Editorial							.	B	.	.
29.4.5.6. Picture story							2b	B	.	.
29.4.5.7. Personality feature							2b	B	.	.
29.4.5.8. Awards and presentations							2b	B	.	.
29.4.5.9. Material deficiency reports							2b	B	.	.
29.4.5.10. Architecture							A	B	.	.
29.4.5.11. Aircraft/ground mishaps	\$						2b	B	.	.
29.4.5.12. Legal/criminal investigation/medical	\$						2b	B	.	.
29.4.6. Submitting still media material							.	.	b	.
30. COLOR PHOTOGRAPHY TR: Photo Lab Index, Morgan and Morgan; TO 10-1-6-2										
30.1. Effects of light on color materials							B	B	.	.
30. COLOR PHOTOGRAPHY (Cont'd)										
30.2. Characteristics of color materials							B	B	.	.
30.2.1. Reversal							B	B	.	.
30.2.2. Negative							A	B	.	.
30.2.4. Paper										
30.3. Expose color materials							2b	B	.	.
30.3.1. Reversal							2b	B	.	.
30.3.2. Negative							A	B	.	.
30.3.3. Paper										
30.4. Process color materials							2b	B	.	.
30.4.1. Reversal							2b	B	.	.
30.4.2. Negative							2b	B	.	.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
30.4.3. Paper										
30.4.4. Automated color printer										
30.4.4.1. Certify machine							A	B	.	.
30.4.4.2. Set-up and maintain balance channels							A	B	.	.
30.5. Evaluate prints/slides for color balance using										
30.5.1. Viewing filters							2b	b	.	.
31.5.2. Reflection/transmission densitometer Equipment							2b	b	.	.
30.6. Mount slides							2b	A	.	.
31. PERFORM OPERATOR MAINTENANCE TR: TO Series 10B, 10E, 10G, 10M; Manufacturers Manuals										
31.1. Cameras	\$						2b	B	.	.
31.2. Lenses	\$						2b	B	.	.
31.3. Lighting equipment	\$						2b	B	.	.
31.4. Processing equipment							2b	B	.	.
31.5. Printing equipment							2b	B	.	.
31.6. Finishing equipment							2b	B	.	.
31.7. Electronic imaging systems	\$						2b	B	.	.
32. VIDEO DOCUMENTATION TR: Commercial references										
32.1. Conduct	@									
32.1.1. Research							2b	B	B	
32.1.2. Coordination							2b	B	B	
32. VIDEO DOCUMENTATION (Cont'd)										
32.1.3. Site coordination							2b	B	B	
32.1.4. Shooting outline							2b	B	.	
32.1.5. Equipment operations										
32.1.5.1. Camera							2b	B	.	
32.1.5.2. Tripod							2b	B	.	
32.1.5.3. Lighting equipment							2b	B	.	
32.1.5.4. Microphones							2b	B	.	
32.1.5.5. Accessories/Supplies							2b	B	.	
32.1.6. Mission							2b	B	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
32.1.7. Teamwork methods and procedures							2b	B	B	
32.2. Electrical principles										
32.2.1. Determine total wattage							2b	B	.	
32.2.2. Determine total amperage							2b	B	.	
32.2.3. Determine rating of circuit breakers, fuses, extension cords							2b	B	.	
32.2.4. Determine requirements							.	B	.	
32.3. Basic location lighting										
32.3.1. Lighting principles							B	B	B	
32.3.2. Use controlled illumination							2b	B	.	
32.3.3. Use reflectors/umbrellas to supplement lighting							2b	B	.	
32.4. Video										
32.4.1. Principles and applications	@						B	B	.	
32.4.2. Fundamental visual concepts										
32.4.2.1. Visual communication responsibilities	@						B	B	B	
32.4.2.2. Nature of vision/illusion of motion							A	B	.	
32.4.3. Video acquisition fundamentals	@									
32.4.3.1. Camera placement							2b	B	.	
32.4.3.2. Lens focal length							2b	B	.	
32.4.3.3. Point of view							2b	B	.	
32.4.3.4. Correct filters							2b	B	.	
32.4.4. Use slate to identify coverage	@						2b	B	.	
32.4.5. Execute fundamental rules of camera and subject movement	@						2b	B	.	
32. VIDEO DOCUMENTATION (Cont'd)										
32.4.6. Apply fundamental rules	@									
32.4.6.1. Focusing							2b	B	.	
32.4.6.2. Framing							2b	B	.	
32.4.6.3. Composition							2b	B	.	
32.4.6.4. Exposure							2b	B	.	
32.4.7. Visual Continuity and Storytelling	@									
32.4.7.1. LS-MS-CU progression							2b	B	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
32.4.7.2. Reverse shot progression							2b	B	.	
32.4.7.3. Compound camera movement							2b	B	.	
32.4.7.4. Clean entrance/exit							2b	B	.	
32.4.7.5. Develop complete story							2b	B	B	
32.4.7.6. Editing in camera (as practical)							B	B	.	
32.4.8. Control	@									
32.4.8.1. Screen direction							2b	B	.	
32.4.8.2. Continuity							2b	B	B	
32.4.8.3 Depth of field							2b	B	.	
32.4.8.4. Perspective							2b	B	.	
32.4.9. Record protection footage	@									
32.4.9.1. Overlapping action							2b	B	.	
32.4.9.2. Cut-ins							2b	B	.	
32.4.9.3. Cutaways							2b	B	.	
32.4.9.4. Transition shots							2b	B	.	
32.4.9.5. Establishing shots							2b	B	.	
32.4.9.6. Reestablishing shots							2b	B	.	
32.4.10. Interviews										
32.4.10.1. Develop questions	@						2b	B	B	
32.4.10.2. Prepare proper framing and background selection	@						2b	B	.	
32.4.10.3. Prepare and conduct	@						2b	B	.	
32.4.10.4. Write intros and bridges							.	.	.	
32.4.11. Use handheld techniques	@						2b	B	.	
32.4.12. Use aggressive methods to anticipate/record action	@						2b	B	.	
32. VIDEO DOCUMENTATION (Cont'd)										
32.4.13. Standard camera shutter speed deviation							.	B	.	
32.4.14. Collect background material (Sources: PA, Historian)	@						2b	B	B	
32.4.15. Review footage for full coverage of story requirements	@						2b	B	B	
32.4.16. Write cover story	@						2b	B	2b	
32.4.17. Complete accurate captions using DD Form 2537	@						2b	B	2b	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
32.5. <i>SOUND RECORDING</i>										
32.5.1. Sound principles/concepts	@						B	B	.	
32.5.2. Impedance matching							B	B	.	
32.5.3. Audio troubleshooting	@						B	B	.	
32.5.4. Microphones	@									
32.5.4.1. Operation principles							B	B	.	
32.5.4.2. Determine proper placement							2b	B	.	
32.5.4.3. Minimize background noise							2b	B	.	
33. VIDEO EDITING TR: Commercial references as appropriate										
33.1. Editing objectives	@						B	B	B	
33.2. Setup field editing equipment							A	B	.	
33.3. Review footage	@						2b	B	.	
33.4. Operate multiple function editing machine	@						2b	B	.	
33.5. Edit master										
33.5.1. Sequencing	@						2b	B	.	
33.5.2. Log time code	@						2b	B	.	
33.5.3. Edit Decision List (EDL)							A	B	.	
33.6. Video transitions										
33.6.1. Principles	@						B	B	.	
33.6.2. Operate switcher							2b	B	.	
33.7. Computer enhanced video										
33.7.1. Special effects, techniques and procedures							A	B	.	
33.7.2. Create digital video effects							2b	B	.	
33.7.3. Operate character generator	@						2b	B	.	
33.8. Audio/auxiliary equipment										
33.8.1. Principles and techniques										
33. VIDEO EDITING (Cont'd)										
33.8.1.1. Audio mixing	@						b	B	.	
33.8.1.2. Sound/special effects							B	B	.	
33.8.2. Operate										
33.8.2.1. Audio console	@						2b	B	.	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
33.8.2.2. CD player	@						2b	B	.	
33.8.2.3. Portable audio mixer							2b	B	.	
33.8.2.4. Audio signal correction, equalization, and noise reduction equipment							A	B	.	
33.8.3. Video signal correction										
33.8.3.1. Principles and theory	@						B	B	.	
33.8.3.2. Time base corrector										
33.8.3.2.1. Theory	@						B	B	.	
33.8.3.2.2. Operate corrector							b	B	.	
33.8.3.3. Waveform monitors										
33.8.3.3.1. Principles and theory	@						B	B	.	
33.8.3.3.2. Set up and operate							b	b	.	
33.8.3.4. Vectorscopes										
33.8.3.4.1. Principles and theory	@						B	B	.	
33.8.3.4.2. Set up and operate							b	b	.	
33.8.4. Copyright media alternatives										
33.8.4.1. Select music stock footage							A	B	B	
33.8.4.2. Requesting permission	@						A	B	B	
33.8.5. Duplicating/distribute video products	@						2b	B	.	
34. JOB RELATED PRINCIPLES OF OPTICS TR: Commercial references	@									
34.1. Light							B	B	.	
34.2. Filters							B	B	.	
34.3. Lenses							B	B	.	
35. VIDEO RECORDING MATERIALS TR: Commercial references										
35.1. Physical properties							B	B	.	
35.2. Type of video recording materials	@						B	B	.	
35.3. Cataloging, storing, and filing materials	@						A	B	B	
36. PRODUCTION FACILITY TR: Commercial references										
36. PRODUCTION FACILITY (Cont'd)										
36.1. Basic requirements							A	B	.	
36.2. Production facility layout							A	B	.	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
36.3. TV transmission							A	B	.	
36.4. <i>PERFORM PRODUCTION RESPONSIBILITIES</i>										
36.4.1. Director							2b	B	.	
36.4.2. Floor manager							2b	B	.	
36.4.3. Cameraman							2b	B	.	
36.4.4. Audio technician							2b	B	.	
36.4.5. Technical director							2b	B	.	
36.5. Perform production functions										
36.5.1. Preproduction							2b	B	.	
36.5.2. Production							2b	B	.	
36.5.3. Post production							2b	B	.	
37. AERIAL MOTION MEDIA TR: AFI 11-401, 11-202V3, 33-117, DOD 5040.4 & Commercial Manuals										
37.1. Pilot responsibilities							.	B	.	
37.2. Individual responsibilities							.	B	.	
37.3. Aerial pictorial techniques							.	B	.	
37.4. Stabilized camera							A	B	.	
37.5. Acquire aerial documentation							A	B	.	
38. PROMPTING DEVICES TR: Commercial References										
38.1. Use and operation principles							B	B	.	
38.2. Setup and operate portable prompting devices							2b	B	.	
38.3. Advise talent of prompting device techniques							A	B	.	
39. PRODUCING/DIRECTING/WRITING TR: Commercial References										
39.1. Conduct preproduction planning conferences							2b	B	B	
39.2. Plan production treatment							2b	B	.	
39.3. Prepare storyboard							2b	B	.	
39.4. Direct rehearsed program activities							1a	B	.	
39.5. Direct videotape editing							2b	B	.	
39.6. Critique products							2b	B	.	
39.7. Preparing script format							2b	B	.	
40. OPERATIONAL PREVENTIVE MAINTENANCE TR: Commercial Reference										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/ WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
40.1. <i>PERFORM OPERATOR MAINTENANCE</i>	@						1a	B	.	
40.1.1. Camera							1a	B	.	
40.1.2. Recorders							1a	B	.	
40.1.3. Related accessories							1a	B	.	
40.2. Employ damage prevention methods in handling Visual Information (VI) equipment	@						2b	B	.	
40.3. Store VI equipment	@						b	B	.	
40.4. Evaluate and degauss							b	B	.	

**NOTE:** This is a combined STS for AFSCs 3V0X1, 3V0X2 and 3V0X3.

1. Each AFSC must use the section identified for their AFSC by the following chart:

Item 1 through Item 9, all three AFSCs  
Item 10 through Item 17, 3V0X1  
Item 18 through Item 31, 3V0X2  
Item 32 through Item 40, 3V0X3

2. Trainees will be required to perform those “core tasks” for their AFSC as identified in Column 2, Core/Wartime Tasks, of the STS.

3. Mandatory “core tasks” elements for each AFSC are identified using the following chart:

\* Requires training in all AFSCs  
# Requires training for 3V0X1 trainees  
\$ Requires training for 3V0X2 trainees  
@ Requires training for 3V0X3 trainees

4. Each trainee must demonstrate the ability to complete the tasks Go/No-Go principle for each core task identified for their AFSC prior to certification.

5. Codes in column 4c(2), 7 skill level CDC, does not apply to AFSC 3V0X3 for Items 1 through 9. This AFSC no longer has a 7 skill level CDC.

## ***Section B - Course Objective List***

**4.** The following is the Training Task Inventory (TTI) for the resident initial skills course, constructed by Task Training Selection Boards (TTSB) hosted by the American Forces Information Service. The board is composed of representatives from all Services. The final inventory is a consensus agreement of task and knowledge requirements the course instructors use to construct the program of instruction. These tasks are not listed necessarily in the order taught.

### **5. Course Objectives.**

#### **5.1. Basic AFSC awarding courses**

##### **5.1.1. Initial Skills Course: Basic Graphics Course (AFIS-BGR) (TTI dated 5 Dec 94) (Air Force Course: E3ABD3V031 000, Visual Information Apprentice)**

##### **5.1.2. Task Statements. Basic Graphics**

###### **5.1.2.1. Orientation**

###### **5.1.2.2. Security**

###### **5.1.2.3. Safety**

###### **5.1.2.3.1 HAZMAT/Environmental Concerns**

###### **5.1.2.4. Ethics**

###### **5.1.2.4.1. Enhancement vs. Manipulation vs. Editing**

###### **5.1.2.4.1.1 Copyrights**

###### **5.1.2.4.1.2. Legalities**

###### **5.1.2.5. Equipment**

###### **5.1.2.5.1. Use Basic Drawing Tools and Equipment**

###### **5.1.2.5.2. Operate Copier**

###### **5.1.2.6. Electronic Imaging Systems**

###### **5.1.2.6.1. Hardware**

###### **5.1.2.6.1.1. Input Devices**

###### **5.1.2.6.1.1.1. Use Keyboard**

###### **5.1.2.6.1.1.2. Use Image Scanner**

###### **5.1.2.6.1.1.2.1. Film**

###### **5.1.2.6.1.1.2.2. Flatbed**

###### **5.1.2.6.1.1.3. Use Digitizing Device**

###### **5.1.2.6.1.1.3.1. Video Capture**

###### **5.1.2.6.1.1.3.2. Digitizing**

###### **5.1.2.6.1.1.3.3. Audio Capture**

###### **5.1.2.6.1.1.3.4. Digital Camera**

###### **5.1.2.6.1.2. Output Devices**

###### **5.1.2.6.1.2.1. Use Electronic Presentation Systems w/Video/Data Projectors**

###### **5.1.2.6.1.2.2. Use Black and White Printer**

###### **5.1.2.6.1.2.3. Use Color Printer**

###### **5.1.2.6.1.2.4. Use Film Recorder**

###### **5.1.2.6.1.2.5. Use Video Recorder**

###### **5.1.2.6.1.2.6. Use Plotter**

###### **5.1.2.6.2. Software**

###### **5.1.2.6.2.1. Operating System (e.g., DOS/Windows & MacIntosh)**

###### **5.1.2.6.2.2. Desktop Publishing**

###### **5.1.2.6.2.3. Image Editing**

###### **5.1.2.6.2.4. Graphic Design**

###### **5.1.2.6.2.4.1. Vector-Based**

- 5.1.2.6.2.4.2. Raster-Based
- 5.1.2.6.2.5. Multi-Media
- 5.1.2.6.2.6. Animation
- 5.1.2.6.2.7. Telecommunications
- 5.1.2.6.2.8. Presentations
  
- 5.1.2.7. Computer Management
  - 5.1.2.7.1. Local Area Network
  - 5.1.2.7.2. Systems Management
  - 5.1.2.7.3. Files Management
  - 5.1.2.7.4. System Configuration/Software Loading/Equipment Set-up
  
- 5.1.2.8. Lettering
  - 5.1.2.8.1. Fundamentals of lettering
  - 5.1.2.8.2. Lettering Freehand
  - 5.1.2.8.3. Apply Prepared Lettering
  - 5.1.2.8.4. Use Electrical Lettering Devices (e.g., Merlin)
  
- 5.1.2.9. Fundamentals of drawing
  - 5.1.2.9.1. Apply Principles of Realistic Drawing
    - 5.1.2.9.1.1. Proportion
    - 5.1.2.9.1.2. Form
    - 5.1.2.9.1.3. Contour
    - 5.1.2.9.1.4. Shading
  - 5.1.2.9.2. Use Color Media
  - 5.1.2.9.3. Apply Principles of Perspective
  
- 5.1.2.10. Fundamentals of Color Theory
  
- 5.1.2.11. Layout and Design
  - 5.1.2.11.1. Apply Principles of Layout & Design
  - 5.1.2.11.2. Identify Elements of Layout & Design
  - 5.1.2.11.3. Art Work File (e.g., Clip-Art)
  
- 5.1.2.12. Prepare Visual Communication
  - 5.1.2.12.1. Overhead Slides
  
  - 5.1.2.12.2. 35mm Slides
  - 5.1.2.12.3. Charts and Graphs
  - 5.1.2.12.4. Electronic Presentations
  
- 5.1.2.13. Printing Reproductions
  - 5.1.2.13.1. Methods of Reproduction
  - 5.1.2.13.2. Prepare Artwork for Reproduction
  
- 5.1.2.14. Combat/Field Graphics/Art
  - 5.1.2.14.1. Distribution of products
  - 5.1.2.14.2. Imagery Captions
  - 5.1.2.14.3. Combat Documentation (produce reference sketches)
  - 5.1.2.14.4. Still-Photographic Editing and Processing System (US Army)
  - 5.1.2.14.5. Armament Delivery Recording
  - 5.1.2.14.6. FTX
  - 5.1.2.14.7. Prepare Map Overlays
  
- 5.1.2.15. Customer Relations
  
- 5.1.2.16. Operator-Level Maintenance

- 5.1.2.17. Transmission
  - 5.1.2.17.1. Compression (Lossy/Lossless)
  - 5.1.2.17.2. Service Bureaus
  - 5.1.2.17.3. Satellite
  - 5.1.2.17.4. Telecommunications
- 5.1.2.18. Archiving (internal/external)
  - 5.1.2.18.1. Image Database Management
  - 5.1.2.18.2. Output Files to Record Media (Internal Archiving)
    - 5.1.2.18.2.1. Magnetic Media
    - 5.1.2.18.2.2. Recordable CD-ROM (CD-R)
    - 5.1.2.18.2.3. Photo CDs
  - 5.1.2.18.3. Identify and Retrieve Archived Images (internal/external)

**5.2.1 Initial Skills Course: Basic Still Photography Course (AFIS-BSP) (TTI dated 13 May 94)**  
**Photo Processing/Maint/Quality Control (QC) Course (AFIS-PPMQC)(TTI dated 6 May 95)**

**5.2.2. Task Statements.** Basic Still Photography

- 5.2.2.1. Security
  - 5.2.2.1.1. Physical security
  - 5.2.2.1.2. Specific OPSEC vulnerabilities
  - 5.2.2.1.3 Classification
    - 5.2.2.1.3.1. Markings
    - 5.2.2.1.3.2. Distribution
    - 5.2.2.1.3.3. Sensitive items
  - 5.2.2.1.4. Communication
- 5.2.2.2. Safety/OSHA
  - 5.2.2.2.1. Use OSHA standards
    - 5.2.2.2.1.1. Right to know statement
    - 5.2.2.2.1.2. MSDS
  - 5.2.2.2.2. Apply safety precautions when working with the following hazard
    - 5.2.2.2.2.1. Chemical
    - 5.2.2.2.2.2. Electrical
    - 5.2.2.2.2.3. Mechanical
    - 5.2.2.2.2.4. Physical
- 5.2.2.3. Administration
  - 5.2.2.3.1. Prepare, maintain and use
    - 5.2.2.3.1.1. Work orders (Generic DOD form)
    - 5.2.2.3.1.2. Work request log (Generic DOD form)
  - 5.2.2.3.2. Use equipment operating instructions
  - 5.2.2.3.3. Copyright and reproduction restrictions
  - 5.2.2.3.4. Disposition procedures for visual information records and photography (DOD 5040)
  - 5.2.2.3.5. Customer interaction
  - 5.2.2.3.6. Federal Environmental Standards
    - 5.2.2.3.6.1. EPA Standards
  - 5.2.2.3.7. Ethics
  - 5.2.2.3.8. Captions
    - 5.2.2.3.8.1. Prepare DOD caption sheet
    - 5.2.2.3.8.2. Write captions
    - 5.2.2.3.8.3. Use VIRIN number
  - 5.2.2.3.9. Use slate to identify film
  - 5.2.2.3.10. Related publication/sources
    - 5.2.2.3.10.1. Photo lab index

- 5.2.2.4. Existing and Supplemental light
  - 5.2.2.4.1. Theory of light
  - 5.2.2.4.2. Expose film under the following lighting conditions
    - 5.2.2.4.2.1. Daylight
    - 5.2.2.4.2.2. Fluorescent
    - 5.2.2.4.2.3. Incandescent
    - 5.2.2.4.2.4. Quartz halogen
    - 5.2.2.4.2.5. Electronic flash
      - 5.2.2.4.2.5.1. Multi-flash
      - 5.2.2.4.2.5.2. fill flash
      - 5.2.2.4.2.5.3. Bounce
      - 5.2.2.4.2.5.4. Diffuser
      - 5.2.2.4.2.5.5. Direct/off camera
      - 5.2.2.4.2.5.6. Ring light
    - 5.2.2.4.2.6. CRT computer screen
- 5.2.2.5. Photographic Exposure
  - 5.2.2.5.1. Theory of exposure
    - 5.2.2.5.1.1. Equivalent exposure
    - 5.2.2.5.2. Calculate exposure using
      - 5.2.2.5.2.1. Exposure data guide charts
      - 5.2.2.5.2.2. Flash guide numbers
      - 5.2.2.5.2.3. Light meter
        - 5.2.2.5.2.3.1. Incident
        - 5.2.2.5.2.3.2. Reflectance
      - 5.2.2.5.2.4. Flash meter
        - 5.2.2.5.2.4.1. Single flash
        - 5.2.2.5.2.4.2. Multi-flash
        - 5.2.2.5.2.4.3. Cumulative flash effect
- 5.2.2.6. Characteristic of Black and White film
  - 5.2.2.6.1. Panchromatic
  - 5.2.2.6.2. Orthochromatic
  - 5.2.2.6.3. Instant (Polaroid)
- 5.2.2.7. Photographic Lenses
  - 5.2.2.7.1. Principles of Photographic lenses
  - 5.2.2.7.2. Use lenses (normal, wide, telephoto, zoom, ect) to control
    - 5.2.2.7.2.1. Image size
    - 5.2.2.7.2.2. Depth of field/focus
- 5.2.2.8. Electronic Imaging Systems
  - 5.2.2.8.1. Principles of Electronic Imaging
  - 5.2.2.8.2. Characteristics of Electronic Charged Coupled Devices (CCD's)
  - 5.2.2.8.3. Hardware
    - 5.2.2.8.3.1. Use digital camera to acquire images
    - 5.2.2.8.3.2. Process images using computer work station
    - 5.2.2.8.3.3. Use peripheral devices
      - 5.2.2.8.3.3.1. Keyboard/mouse
      - 5.2.2.8.3.3.2. Scanner
        - 5.2.2.8.3.3.2.1. Film
        - 5.2.2.8.3.3.2.2. Flatbed
      - 5.2.2.8.3.3.3. CD ROM
      - 5.2.2.8.3.3.4. B&W/Color output devices
        - 5.2.2.8.3.3.4.1. Laser (B&W/Color)

- 5.2.2.8.3.3.4.2. Dye sublimation
- 5.2.2.8.3.3.4.3. Thermal
- 5.2.2.8.3.3.4.4. Ink jet
- 5.2.2.8.3.3.4.5. Raster based
- 5.2.2.8.3.3.4.6. Vector based
- 5.2.2.8.3.3.5. Film Recorder
- 5.2.2.8.3.3.6. Electronic Multi-Media Presentation System (AF)
- 5.2.2.8.3.3.7. Image storage device
- 5.2.2.8.4. Software
  - 5.2.2.8.4.1. Use operating systems
    - 5.2.2.8.4.1.1. MacIntosh
    - 5.2.2.8.4.1.2 .DOS
  - 5.2.2.8.4.2. Use imaging software
  - 5.2.2.8.4.3. Use imaging enhancement
    - 5.2.2.8.4.3.1. Ethics
    - 5.2.2.8.4.3.2. Methods
  - 5.2.2.8.4.4. Use data compression/decompression
    - 5.2.2.8.4.4.1. Data transfer
    - 5.2.2.8.4.4.2. File format
  - 5.2.2.8.4.5. Perform color calibration of
    - 5.2.2.8.4.5.1. Monitor
    - 5.2.2.8.4.5.2. Output device
- 5.2.2.8.5. System Management
  - 5.2.2.8.5.1. Local area network
  - 5.2.2.8.5.2. File management
- 5.2.2.8.6. Establish telecommunications
  - 5.2.2.8.6.1. Satellite up-link/down-link (simulate)
  - 5.2.2.8.6.2. Landlines
  - 5.2.2.8.6.3. Radio
- 5.2.2.9. Photographic Filters
  - 5.2.2.9.1. Effects and limitations
  - 5.2.2.9.2. Determine exposure compensation for filters
  - 5.2.2.9.3. Select and use filters for photography
    - 5.2.2.9.3.1. Correction
    - 5.2.2.9.3.2. Contrast
    - 5.2.2.9.3.3. Neutral density
    - 5.2.2.9.3.4. Polarizing
    - 5.2.2.9.3.5. Haze/UV
    - 5.2.2.9.3.6. Light balancing
    - 5.2.2.9.3.7. Color conversion
    - 5.2.2.9.3.8. Color compensating
- 5.2.2.10. Characteristics of Black and White Chemistry
  - 5.2.2.10.1. Developers
  - 5.2.2.10.2 .Stop baths
  - 5.2.2.10.3. Fixing baths
  - 5.2.2.10.4. Mixing black and white photographic chemistry using
    - 5.2.2.10.4.1. Manual methods
    - 5.2.2.10.4.2. Electrical mixing
- 5.2.2.11. Quality Control for Black and White/Color
  - 5.2.2.11.1. Visually evaluate photographic products for mechanical and chemical defects
  - 5.2.2.11.2. Evaluate accomplishments of photographic and laboratory assignments (QA)
  - 5.2.2.11.3. Use densitometer to maintain process control charts (AF)
  - 5.2.2.11.4. Storage and preservation of sensitized materials and photographic chemistry

- 5.2.2.11.5. Principles of replenishing photographic solutions
- 5.2.2.11.6. Use an automatic processor to run control strips

#### 5.2.2.12. Film Processing

- 5.2.2.12.1. Load film for processing in reels
- 5.2.2.12.2. Select film and developer combination
- 5.2.2.12.3. Process film
  - 5.2.2.12.3.1. Tanks
  - 5.2.2.12.3.2. Rotary tubes
  - 5.2.2.12.3.3. Roller transport
    - 5.2.2.12.3.3.1. Attach film to leader tab
- 5.2.2.12.4. Process by time/temperature method
- 5.2.2.12.6. Push/pull process film

#### 5.2.2.13. Black and White Printing

- 5.2.2.13.1. Prepare print processing solutions
- 5.2.2.13.2. Characteristics of printing materials
  - 5.2.2.13.2.1. Paper types
- 5.2.2.13.3. Use safelight filters
- 5.2.2.13.4. Produce proof prints from an enlarger
- 5.2.2.13.5. Produce prints from an enlarger
  - 5.2.2.13.5.1. Select negatives for printing
  - 5.2.2.13.5.2. Crop negative for composition
  - 5.2.2.13.5.3. Use friskets
  - 5.2.2.13.5.4. Determine exposure
  - 5.2.2.13.5.5. Control contrast
  - 5.2.2.13.5.6. Correct/control distortion
  - 5.2.2.13.5.7. Apply exposure-correcting techniques
    - 5.2.2.13.5.7.1. Dodging
    - 5.2.2.13.5.7.2. Burning-in
  - 5.2.2.13.5.8. Select appropriate lens
- 5.2.2.13.6. Process print materials
  - 5.2.2.13.6.1. Manual
  - 5.2.2.13.6.2. Machine

#### 5.2.2.14. Print Finishing

- 5.2.2.14.1. Mount prints
- 5.2.2.14.2. Spot/retouch prints

#### 5.2.2.15. Reproduction of Photography

- 5.2.2.15.1. Use copy camera to copy
  - 5.2.2.15.1.1. Line drawing
  - 5.2.2.15.1.2. Continuous tone prints
- 5.2.2.15.2. Position lights
- 5.2.2.15.3. Use filters for copy
- 5.2.2.15.4. Copy a large-scale object

#### 5.2.2.16. Studio Photography

- 5.2.2.16.1. Principles of studio light
- 5.2.2.16.2. Posing
  - 5.2.2.16.2.1. Interpersonal communications
  - 5.2.2.16.2.2. Use techniques
- 5.2.2.16.3. Use studio lighting & camera to take
  - 5.2.2.16.3.1. Portrait
  - 5.2.2.16.3.2. Full length
  - 5.2.2.16.3.3. Group

- 5.2.2.16.3.4. Passport
- 5.2.2.16.3.5. Materiel photograph
- 5.2.2.17. Armament Delivery Recording (ADR) (AF)
  - 5.2.2.17.1. (ADR) operations (AF)
    - 5.2.2.17.1.1. ADR operations (AF)
      - 5.2.2.17.1.1.1. Planning coordination (AF)
      - 5.2.2.17.1.1.2. Imaging recognition (AF)
      - 5.2.2.17.1.1.3. Flying unit responsibilities (AF)
    - 5.2.2.17.1.2. ADR editing (AF)
      - 5.2.2.17.1.2.1. Prepare composite tape (AF)
      - 5.2.2.17.1.2.2. Edit ADR Sequence (AF)
      - 5.2.2.17.1.2.3. Duplicate composite tape (AF)
- 5.2.2.18. Documentary Photography
  - 5.2.2.18.1. Mission Planning
    - 5.2.2.18.1.1. Coordinate/research mission requirements with requester
    - 5.2.2.18.1.2. Plan shooting script
    - 5.2.2.18.1.3. Select equipment and film
  - 5.2.2.18.2. Apply basic elements of composition
  - 5.2.2.18.3. Documentation techniques
    - 5.2.2.18.3.1. Develop story idea pictorially
    - 5.2.2.18.3.2. Write captions/cut lines
    - 5.2.2.18.3.3. Use camera systems to photograph
      - 5.2.2.18.3.3.1. Military operations
      - 5.2.2.18.3.3.2. Uncontrolled actions
      - 5.2.2.18.3.3.3. Groups
      - 5.2.2.18.3.3.4. Short suspense assignment
      - 5.2.2.18.3.3.5. Feature picture
      - 5.2.2.18.3.3.6. Picture story
      - 5.2.2.18.3.3.7. Personality feature
      - 5.2.2.18.3.3.8. Awards and presentation
      - 5.2.2.18.3.3.9. Training documentation
      - 5.2.2.18.3.3.10. Aircraft/ground mishap
      - 5.2.2.18.3.3.11. Legal/criminal investigation
      - 5.2.2.18.3.3.12. Technical
        - 5.2.2.18.3.3.12.1. Materiel Deficiency Reports
      - 5.2.2.18.3.3.13. Medical
      - 5.2.2.18.3.3.14. Intelligence
  - 5.2.2.18.3.4. Combat Camera
    - 5.2.2.18.3.4.1. Principles
    - 5.2.2.18.3.4.2. Still action
    - 5.2.2.18.3.4.3. Motion video
    - 5.2.2.18.3.4.4. Night vision
    - 5.2.2.18.3.4.5. Climatic condition
- 5.2.2.19. Color Photography
  - 5.2.2.19.1. Theory of light and color
  - 5.2.2.19.2. Characteristics of color film materials
    - 5.2.2.19.2.1. Reversal
    - 5.2.2.19.2.2. Negative
    - 5.2.2.19.2.3. Internegative
  - 5.2.2.19.3. Expose color film materials
    - 5.2.2.19.3.1. Reversal
    - 5.2.2.19.3.2. Negative
    - 5.2.2.19.3.3. Internegative
  - 5.2.2.19.4. Mix color film chemistry

- 5.2.2.19.4.1. Reversal
- 5.2.2.19.4.2. Negative
- 5.2.2.19.5. Certify color chemistry utilizing sensitometric procedures (AF)
  - 5.2.2.19.5.1. Interpret process control strips (AF)
  - 5.2.2.19.5.2. Adjust process (AF)
- 5.2.2.19.6. Process color film
  - 5.2.2.19.6.1. Reversal
  - 5.2.2.19.6.2. Negative
- 5.2.2.19.7. Produce duplicate color slides
- 5.2.2.19.8. Mount slide using manual and automatic methods
- 5.2.2.19.9. Characteristics of color print materials
  - 5.2.2.19.9.1. Color print paper
  - 5.2.2.19.9.2. Color print film
  - 5.2.2.19.9.3. Panalure
- 5.2.2.19.10. Produce prints from color negatives
  - 5.2.2.19.10.1. Automated print-processor
    - 5.2.2.19.10.1.1. Daily start-up
    - 5.2.2.19.10.1.2. Run test
    - 5.2.2.19.10.1.3. Daily shut-down
    - 5.2.2.19.10.1.4. Certify machine (AF)
    - 5.2.2.19.10.1.5. Set-up and maintain master balance channels (AF)
    - 5.2.2.19.10.1.6. Set-up and master slope control (AF)
  - 5.2.2.19.10.2. Use manual enlarger
    - 5.2.2.19.10.2.1. Produce color print
    - 5.2.2.19.10.2.2. Produce black and white print
- 5.2.2.19.11. Mix color print chemistry
- 5.2.2.19.12. Evaluate products for color balance using
  - 5.2.2.19.12.1. Viewing filters
  - 5.2.2.19.12.2. Reflection densitometer (AF)
- 5.2.2.20. Perform Operator Maintenance
  - 5.2.2.20.1. Cameras
  - 5.2.2.20.2. Lighting equipment
  - 5.2.2.20.3. Printing equipment
  - 5.2.2.20.4. Processing equipment
  - 5.2.2.20.5. Finishing equipment
  - 5.2.2.20.6. Electronic imaging equipment
  - 5.2.2.20.7. Climatic extremes
- 5.2.2.21. Joint Combat Camera Operations Orientation/FTX
  - 5.2.2.21.1. Pre-deployment
    - 5.2.2.21.1.1. Tasking
    - 5.2.2.21.1.2. Equipment/supplies
      - 5.2.2.21.1.2.1. Selection
      - 5.2.2.21.1.2.2. Packing/shipment
    - 5.2.2.21.1.3. Personnel readiness orientation
  - 5.2.2.21.2. Deployment/Transportation orientation
  - 5.2.2.21.3. Employment/Field Training Exercise (FTX)
    - 5.2.2.21.3.1. Establish operations
  - 5.2.2.21.4. Use electronic imaging equipment in a field environment to
    - 5.2.2.21.4.1. Photograph
    - 5.2.2.21.4.2. Process
    - 5.2.2.21.4.3. Digitize slides
  - 5.2.2.21.5. Post Deployment
    - 5.2.2.21.5.1. After action reports
    - 5.2.2.21.5.2. Damage assessment

### **5.2.3. Task Statements. Photo Processing/Maint/QC**

#### **5.2.3.1. Introduction/Administrative**

#### **5.2.3.2. Module I - Maintenance**

##### **5.2.3.2.1. Introduction to the Black & White (B/W) Continuous Roll Film/Paper Processor**

##### **5.2.3.2.2. Demonstrate/Use Versamat Operational Procedures**

###### **5.2.3.2.2.1. Start-up**

###### **5.2.3.2.2.2. Scratch Test**

###### **5.2.3.2.2.3. Process Quality Control Strip**

###### **5.2.3.2.2.4. Process film/paper**

###### **5.2.3.2.2.5. Shut down**

##### **5.2.3.2.3. Describe Versamat Roller Transport System**

##### **5.2.3.2.4. Describe Versamat Maint Drive System**

##### **5.2.3.2.5. Describe Versamat Replenishment System**

##### **5.2.3.2.6. Describe Versamat Developer Recirculation System**

##### **5.2.3.2.7. Describe Versamat Air Circulation System**

##### **5.2.3.2.8. Explain Theory of Troubleshooting**

##### **5.2.3.2.9. Describe/Demonstrate/Mix Chemicals**

##### **5.2.3.2.10. Describe/Demonstrate/operate Splicer**

##### **5.2.3.2.11. Describe/Demonstrate/Operate Titler**

##### **5.2.3.2.12. Describe/Demonstrate/Perform Operator Maintenance of Versamat Crossover**

###### **5.2.3.2.12.1. Safety**

###### **5.2.3.2.12.2. Clean**

###### **5.2.3.2.12.3. Disassemble**

###### **5.2.3.2.12.4. Reassemble**

##### **5.2.3.2.13. Describe/Demonstrate/Perform Operator Maintenance of Versamat Rack**

###### **5.2.3.2.13.1. Safety**

###### **5.2.3.2.13.2. Clean**

###### **5.2.3.2.13.3. Disassemble**

###### **5.2.3.2.13.4. Reassemble**

##### **5.2.3.2.14. Describe/Demonstrate/Operate Versamat Processor**

###### **5.2.3.2.14.1. Safety**

###### **5.2.3.2.14.2. Clean**

###### **5.2.3.2.14.3. Disassemble**

###### **5.2.3.2.14.4. Reassemble**

#### **5.2.3.3. Module II, Quality Control**

##### **5.2.3.3.1. Introduction to Scientific Notation**

##### **5.2.3.3.2. Introduction to Logarithms**

###### **5.2.3.3.2.1. Use a log table**

###### **5.2.3.3.2.2. Find a logarithm and anti-logarithm**

##### **5.2.3.3.3. Explain Theory of Sensitometry/Densitometry**

###### **5.2.3.3.3.1. Theory of exposure**

##### **5.2.3.3.4. Describe/Demonstrate/Use Sensitometer/Densitometers**

###### **5.2.3.3.4.1. Calibrate**

###### **5.2.3.3.4.2. Use Step Tablet**

###### **5.2.3.3.4.3. Program (Densitometer XY Plotter)**

##### **5.2.3.3.5. Describe Transmittance Opacity and Density Relationships**

##### **5.2.3.3.6. Calculate Sensitometric Exposure**

##### **5.2.3.3.7. Describe Characteristic Curve**

###### **5.2.3.3.7.1. Define Terminology**

###### **5.2.3.3.7.2. Explain Theory**

###### **5.2.3.3.7.3. Demonstrate Mechanics of Plotting**

###### **5.2.3.3.7.4. Draw Curves**

###### **5.2.3.3.7.5. Interpret Information**

##### **5.2.3.3.8. Construct/Use Family of Curves**

- 5.2.3.3.9. Construct/Use Time/Gamma Chart
- 5.2.3.3.10. Explain Chemistry Processing
  - 5.2.3.3.10.1. Describe Developers
  - 5.2.3.3.10.2. Describe Fixers
- 5.2.3.3.11. Explain/Demonstrate/Use Chemical Safety Procedures
- 5.2.3.3.12. Explain/Demonstrate/Use Specific Gravity and Hydrometers
- 5.2.3.3.13. Explain/Demonstrate/Use pH and pH meters
- 5.2.3.3.14. Explain Processing Uniformity and Effects (USN/DIA will assist w/tng aids)
- 5.2.3.3.15. Explain Theory of Replenishment Rates/Methods
  - 5.2.3.3.15.1. Calculate Replenishment Rates
- 5.2.3.3.16. Construct/Use Control Charts
- 5.2.3.3.17. Explain/Compute Effective Aerial Film Speed
- 5.2.3.3.18. Describe/Demonstrate/Use Continuous Contact Printer
  - 5.2.3.3.18.1. Perform Operator Maintenance
  - 5.2.3.3.18.2. Explain Theory of Antetic Butterfly Contrast Control Printing
  - 5.2.3.3.18.3. Interpret/Record Resolution Targets
  - 5.2.3.3.18.4. Perform Certification
  - 5.2.3.3.18.5. Explain Printer Standardization Master (PSM)
- 5.2.3.3.19. Construct/Process/Use Control Charts (Project #1-Team Exercise)
  - 5.2.3.3.19.1. Safety
  - 5.2.3.3.19.2. Calculate Neutral Density
  - 5.2.3.3.19.3. Mix Chemistry
  - 5.2.3.3.19.4. Start-up Procedures
  - 5.2.3.3.19.5. Expose/Process Sensi-Strips
- 5.2.3.3.20. Construct/Use Family of Curves/Time vs. Gamma Chart (Project #2 - Team Exercise)
  - 5.2.3.3.20.1. Safety
  - 5.2.3.3.20.2. Expose/Process Strips
  - 5.2.3.3.20.3. Read/Record Strips
  - 5.2.3.3.20.4. Plot Readings
- 5.2.3.3.21. Construct/Use Family of Curves/Time vs. Average Gradient Chart (Project #3 - Team Exercise)
  - 5.2.3.3.21.1. Safety
- 5.2.3.3.22. Construct/Use Printer Curves (Project #4 - Team Exercise)
  - 5.2.3.3.22.1. Safety
  - 5.2.3.3.22.2. Expose Film
  - 5.2.3.3.22.3. Plot Reading
- 5.2.3.3.23. Process Original Film (Project #5 - Individual Performance)
  - 5.2.3.3.23.1. Safety
  - 5.2.3.3.23.2. Start-up Processor
  - 5.2.3.3.23.3. Verify Process Control
  - 5.2.3.3.23.4. Process Original
  - 5.2.3.3.23.5. Shut-down Processor
- 5.2.3.3.24. Produce Duplicate Positive/Negative/Prints (Project #6 - Individual performance)
  - 5.2.3.3.24.1. Safety

**5.3.1. Initial Skills Course: Motion Media-Broadcast/Visual Information Course (AFIS-BVP)**  
**(TTI dated 29 Jul 94)**

**5.3.2. Task Statements.** Broadcast/Visual Information

- 5.3.2.1. Security
  - 5.3.2.1.1. Physical security - VI & B Common - (PT)
- 5.3.2.2. Caption/Run Sheets - Common - (PT)
- 5.3.2.3. Physical Characteristics of: - Common
  - 5.3.2.3.1. Video tape/formats
  - 5.3.2.3.2. Audio tape

- 5.3.2.3.3. Principles of magnetic recording
- 5.3.2.4. Slate - Common
  - 5.3.2.4.1. Scene information
- 5.3.2.5. Exposure Meter - Common (Army VI - No)
  - 5.3.2.5.1. Operation of exposure meter - B Common
  - 5.3.2.5.2. Calculating exposure
    - 5.3.2.5.2.1. Incident measurement
    - 5.3.2.5.2.2. Reflective measurement
- 5.3.2.6. Lighting Fundamentals - Common
  - 5.3.2.6.1. Types of illumination - (PT)
  - 5.3.2.6.2. Light intensity - (PT)
  - 5.3.2.6.3. Technical lighting
  - 5.3.2.6.4. Color temperature - (PT)
- 5.3.2.7. Television Lighting - Common ( CG - No)
  - 5.3.2.7.1. Operation
  - 5.3.2.7.2. Lighting terms
  - 5.3.2.7.3. Studio lighting instruments
  - 5.3.2.7.4. Basic triangle lighting
- 5.3.2.8. Operation of Video Recording Equipment - Common
  - 5.3.2.8.1. Camera nomenclature/parts and operations
  - 5.3.2.8.2. Setup procedures
  - 5.3.2.8.3. White balance
  - 5.3.2.8.4. Camera/Recorder interconnection and interfaces
  - 5.3.2.8.5. Operating procedures
    - 5.3.2.8.5.1. Automatic iris
    - 5.3.2.8.5.2. Manual iris
    - 5.3.2.8.5.3. Focus
    - 5.3.2.8.5.4. Framing
  - 5.3.2.8.6. Tripod
    - 5.3.2.8.6.1. Field
- 5.3.2.9. Shot Progression - Common
  - 5.3.2.9.1. Extreme long shot
  - 5.3.2.9.2. Long shot
  - 5.3.2.9.3. Medium shot
  - 5.3.2.9.4. Close-up
  - 5.3.2.9.5. Extreme close-up
  - 5.3.2.9.6. Basic sequence
    - 5.3.2.9.6.1. Establishing shot
    - 5.3.2.9.6.2. Reestablishing shot
    - 5.3.2.9.6.3. Extended sequence
- 5.3.2.10. Screen Direction - Common
  - 5.3.2.10.1. Continuity
  - 5.3.2.10.2. Changing direction
  - 5.3.2.10.3. Contrasting screen direction
- 5.3.2.11. Composition - Common
  - 5.3.2.11.1. Field of view
  - 5.3.2.11.2. Organization/Balance
    - 5.3.2.11.2.1. Screen area
    - 5.3.2.11.2.2. Screen depth

- 5.3.2.11.2.3. Screen motion
- 5.3.2.12. Audio Fundamentals - Common
  - 5.3.2.12.1. Pick-up patterns
  - 5.3.2.12.2. Operational characteristics
  - 5.3.2.12.3. Stationary microphones
  - 5.3.2.12.4. Special microphones considerations
- 5.3.2.13. Audio Equipment Operations - Common
  - 5.3.2.13.1. Equipment selection
    - 5.3.2.13.1.1. Matching impedance
    - 5.3.2.13.1.2. Cassette tape
    - 5.3.2.13.1.3. Digitize cart
    - 5.3.2.13.1.4. CD
  - 5.3.2.13.2. Interconnecting equipment (Interfacing)
  - 5.3.2.13.3. Microphone placement
  - 5.3.2.13.4. VU Meter
    - 5.3.2.13.4.1. Adjusting levels
- 5.3.2.14. Electronic Field Production - Common (CG - No)
  - 5.3.2.14.1. Personnel
    - 5.3.2.14.1.1. Director
    - 5.3.2.14.1.2. Floor manager
    - 5.3.2.14.1.3. Camera operator
    - 5.3.2.14.1.4. Audio operator
    - 5.3.2.14.1.5. Grip/Gaffer
  - 5.3.2.14.2. Pre-production
  - 5.3.2.14.3. Post-production
  - 5.3.2.14.4. Mission applications
  - 5.3.2.14.5. Operating limitations and conditions
  - 5.3.2.14.6. Audio
    - 5.3.2.14.6.1. Mixing
    - 5.3.2.14.6.2. Multiple feeds
    - 5.3.2.14.6.3. Post production mixing
    - 5.3.2.14.6.4. Controlling sound quality
  - 5.3.2.14.7. Lighting
    - 5.3.2.14.7.1. Electronic News Gathering (ENG) lighting
    - 5.3.2.14.7.2. Electronic Field Production (EFP) lighting
- 5.3.2.15. Video Editing Fundamentals - Common
  - 5.3.2.15.1. Editing functions
  - 5.3.2.15.2. Editing process
  - 5.3.2.15.3. Address code system/time code
  - 5.3.2.15.4. Shot progression
  - 5.3.2.15.5. Sequencing
  - 5.3.2.15.6. Non-linear
  - 5.3.2.15.7. Digital editing
- 5.3.2.16. Editing Equipment Operations - Common
  - 5.3.2.16.1. Editing systems
  - 5.3.2.16.2. AB roll
  - 5.3.2.16.3. Non-lineal
  - 5.3.2.16.4. Cuts only
- 5.3.2.17. Audio Editing - Common
  - 5.3.2.17.1. Sound effects (CG - No)
  - 5.3.2.17.2. Special effects (CG - No)

- 5.3.2.17.3. Editing operations
- 5.3.2.17.4. Selecting audio
- 5.3.2.17.5. Audio effects on the production
  
- 5.3.2.18. Team Coverage Tech - Common (CG - No)
  - 5.3.2.18.1. Selecting gear
  - 5.3.2.18.2. Prepping/Operating checking gear
  - 5.3.2.18.3. Packing gear for long deployments
  - 5.3.2.18.4. Team/Crew responsibilities
  - 5.3.2.18.5. Team/Crew considerations
  - 5.3.2.18.6. Securing from location
  - 5.3.2.18.7. Debriefing techniques
  - 5.3.2.18.8. Critiques
  
- 5.3.2.19. TV Production - Common (CG - No)
  - 5.3.2.19.1. Personnel requirements
    - 5.3.2.19.1.1. Producer/Director
    - 5.3.2.19.1.2. Switcher/Technical Director
    - 5.3.2.19.1.3. Videotape operator
    - 5.3.2.19.1.4. Audio operator
    - 5.3.2.19.1.5. Camera operator
    - 5.3.2.19.1.6. Floor manager
    - 5.3.2.19.1.7. Character generator operator
  
- 5.3.2.20. Floor Managing - Common (CG - No)
  - 5.3.2.20.1. Time cues
  - 5.3.2.20.2. Audio cues
  - 5.3.2.20.3. Directional cues
  
- 5.3.2.21. TV Studio Camera - Common (CG - No)
  - 5.3.2.21.1. Nomenclature/Parts
  - 5.3.2.21.2. Operating procedures
    - 5.3.2.21.2.1. Set-up procedures
    - 5.3.2.21.2.2. Camera controls
    - 5.3.2.21.2.3. Camera movements
  
- 5.3.2.22. Master Control Operations - Common (CG - No)
  - 5.3.2.22.1. Time base corrector
  - 5.3.2.22.2. Waveform monitors
  - 5.3.2.22.3. Vectorscopes
  
- 5.3.2.23. Video Switcher - Common (CG - No)
  - 5.3.2.23.1. Functions and layout
  - 5.3.2.23.2. Operation
  
- 5.3.2.24. Visual Effects and Character Generator - Common (CG - No)
  - 5.3.2.24.1. Standard electronic effects
  - 5.3.2.14.2. Digital video effects
  - 5.3.2.24.3. Computer enhanced video
  - 5.3.2.24.4. Graphics
  
- 5.3.2.25. Audio Console - Common (CG - No)
  - 5.3.2.25.1. Functions
  - 5.3.2.25.2. Combining and balancing audio sources
  - 5.3.2.25.3. Quality Control (QC)
  
- 5.3.2.26. Prompting Devices - Common (CG - No)

- 5.3.2.26.1 Cue cards
- 5.3.2.26.2. TelePrompTer
- 5.3.2.27. Electronic Production Writing Skills - Common
  - 5.3.2.27.1. Principles of writing
    - 5.3.2.27.1.1. Introduction to word processing
    - 5.3.2.27.1.2. Script formats
    - 5.3.2.27.1.3. Developing story treatment
    - 5.3.2.27.1.4. Developing a complete story
  - 5.3.2.27.2. News script writing
  - 5.3.2.27.3. Spot news writing
  - 5.3.2.27.4. Audio feature writing
  - 5.3.2.27.5. Narrative script writing
  - 5.3.2.27.6. Uncontrolled action
  - 5.3.2.27.7. Introduction to television writing
    - 5.3.2.27.7.1. Visualization and sequencing
    - 5.3.2.27.7.2. Storyboarding
- 5.3.2.28. Interview Techniques Workshop - Common
- 5.3.2.29. Conduct VI and Broadcast related duty in field environment

### ***Section C - Support Materials***

**NOTE:** There are currently no support material requirements. This area is reserved.

### ***Section D -- Training Course Index***

**6. Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

#### **7. Air Force In-Residence Courses.**

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>USER</b>
E5ABD3V031 000	Visual Info Apr (AFIS-BGR)	Ft George Meade MD	AF
E5AQD3V032 000	Still Photographic Apprentice (AFIS-BSP)	Ft George Meade MD	AF
E5ABD3V032 004	Photographic Processing Maint/Quality Control (AFIS-PPMQC)	Ft George Meade MD	AF
E5ABD3V033 001	Visual Information Production-Documentation Apr	Ft George Meade MD	AF

#### **8. Extension Course Institute (ECI) Courses**

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>USER</b>
CDC3V052	Visual Information Photography Specialty	Exportable	AF
CDC3V072	Visual Information Photography Specialty	Exportable	AF
CDC 3V051	Visual Information Journeyman	Exportable	AF
CDC 3V071	Visual Information Craftsman	Exportable	AF
CDC 3V053	Visual Information Production/Documentation Journeyman	Exportable	AF

#### **9. Exportable Courses**

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>USER</b>
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None

#### **10. Courses Under Development/Revision**

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>USER</b>
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None

## Section E -- MAJCOM Unique Requirements

11. The following list of MAJCOM unique responses is not all-inclusive; however, it covers the most frequently referenced areas.

COURSE NUMBER	TITLE	LOCATION	USER
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**NOTE:** There are currently no MAJCOM unique requirements. This area is reserved.

## Section F – Important Information

**1. Horizon Vision Documents.** In recognition of the importance of information technology for the Air Force, the HORIZON concept was developed in 1993. That first version of HORIZON focused on information architectures by advancing a vision of an integrated and responsible global infosphere supporting *Global Reach*, *Global Power* objectives. HORIZON was built as an Air Force extension of the Joint Staff's C4I for the Warrior construct for joint interoperability and sought to define, for the first time, a path to an Air Force-wide architecture for C4I systems. Each updated HORIZON expands upon the original by establishing 21st century Air Force information infrastructure objectives, and by planning for rapid integration of evolving technology with the current and future infrastructure.

**2. HQ USAF, MAJCOM/FOA/DRU, Base, and Unit Strategic Plans.** You should know the contents of these documents. Make an extra effort to find them and read them. Some of these items may be hard to get your hands on. If you cannot locate them within your organization contact your local communications squadron. You may want to make yourself a copy to keep within your unit.

**3. Intercom Magazine.** An outstanding magazine specifically designed for the communications and information community. Check AFCA's web site for more information on submitting articles or to access the magazine ([www.afca.scott.af.mil/](http://www.afca.scott.af.mil/))

**4. Commercial Books.** We are not suggesting that you read every single book listed below but by reading many of these books you will have a better understanding and appreciation for the job you are doing. You can certainly add many others to this list; however, this will definitely get you on the right track.

**5. Suggested Web sites.** These web site addresses listed are used as reference sites only! There are many more sites of interest that may be applicable to the VI career field. **Do not** limit your quest for information to only the web sites listed below.

## VI PROFESSIONAL READING LIST

The Military and the Media: Facing the Future  
[www.rradmin1@aol.com](http://www.rradmin1@aol.com) (This book is free)

Multi Media- Making it Work  
Managing Multimedia Projects  
Multimedia in Action  
Being Digital  
Digital Compression for Multimedia  
The Digital Designer: The Graphic Artist's Guide  
Video Compression for Multimedia  
Presenting Data & Information  
Power Pitches: How to Produce Winning Presentations Using Charts, Slide, Video & Multimedia  
The Web Design Wow Book  
The Non Designer Designer's Handbook  
The Corel DRAW Wow Book

Java Script for the World Wide Web  
PhotoShop 5 Wow Book

Robert McCormick

Tay Vaughn  
Roy Strauss  
James E. Shuman  
Nicholas Negroponte  
Jerry D. Gibson  
Steven Heller & Daniel Drennan  
Jan Ozer  
Edward Tufte  
Alan Brown  
Jack Davis & Susan Merritt  
Robin Williams & Joe Tollett  
Linnea Dayton, Shane Hunt & Sharon Steuer  
Tom Negrino & Dori Smith  
Linnea Dayton & Jack Davis

Real World Digital Photography

The Photographers Digital Studio

Digital Image Creation

Start with a Digital Camera

Electronic Imaging Technology

The Informatics Handbook: A Guide to Multimedia Communications & Broadcasting

Getting Started in Multimedia Design

Introduction to Digital Media

Introducing Desktop Video

Real World After Effects

Elements of Web Design

The QuickTime VR Book

Web Graphics Tools & Techniques

Color Course/Illustration

Color Course/Imagesetting

Color Course Photography

Deke McClelland, &

Katrina Eisman

Joe Farace

Hisaka Kojima

John Odom

Edward R. Dougherty

Randall L. Carson

Gary Olsen

Tony Feldman

Tom Benford

Sherry London & Eric Reinfeld

Darcy Di Nucci, Lynne Stiles, &  
Maria Guidice

Susan Kitchens

Peter Kentie

Color Expert

Color Expert

Color Expert

### TECHNICAL READING

Every Manager's Guide to Information Technology

(A glossary of key terms & concepts for today's business leaders)

PC FAQs (Frequently Asked Questions)

Microsoft Computer Dictionary (Third Edition)

Absolute Beginner's Guide to Networking

How Computers Work

How Networks Work

How Intranets Work

How the Internet Works (Special Edition)

How the World Wide Web Works

Teach Yourself Computers and the Internet Visually

Understanding Computers

How to Use Your Computer

Field Guide to Microsoft Exchange

Microsoft Windows Resource Kit for Operating System Ver 3.1

Microsoft Windows 95 Resource Kit

Microsoft Office 97 Resource Kit

Microsoft NT 4.0 Resource Kit

Microsoft Exchange Resource Kit

Intranet Resource Kit (Everything You Need to Create Your  
Intranet Today)

TechNet CD-ROM

Back Office Bible

Microsoft Office Training on CD

Peter G. W. Keen

Deborah Craig

Microsoft Press

Mark Gibbs

Ron White

Derfler & Freed

Preston Gralla

Preston Gralla

Shipley & Fish

IDG Books

Shedroff, Hutto, Fromm

Lisa Brown

Stephen Nelson

Microsoft Press

Microsoft Press

Microsoft Press

Microsoft Press

Microsoft Press

Osborne

Microsoft

Sosinsky & Fegreus

Quay 2 Multimedia

### WEB SITES of VI Interest

Adobe

[www.adobe.com](http://www.adobe.com)

Adobe Classroom in a Book- Illustrator

Adobe Classroom in a Book- PhotoShop

Adobe Classroom in a Book – Premier

Kodak

[www.kodak.com](http://www.kodak.com)

Kodak Digital Learning Center (latest Kodak training & technology)

Desktop Publishing  
[www.desktoppublishing.com](http://www.desktoppublishing.com)

Panasonic  
[www.panasonic.com](http://www.panasonic.com)

Sony  
[www.Sony.com](http://www.Sony.com)

Noritsu  
[www.noritsu.com](http://www.noritsu.com)

Video Sites  
[www.avid.com](http://www.avid.com)  
[www.non.linear3.com/nonlinear.html](http://www.non.linear3.com/nonlinear.html)  
[www.seanet.com/-bradford/film\\_video-books.html](http://www.seanet.com/-bradford/film_video-books.html)

Book Sites on the Web (Lists and extensive source of books and CD-ROM materials)  
[www.peachpit.com](http://www.peachpit.com)  
[www.Amazon.com](http://www.Amazon.com)  
[www.Borders.com](http://www.Borders.com)  
[www.vtco.com](http://www.vtco.com)

Free Magazines & Web sites  
[www.newmedia.com](http://www.newmedia.com) (New Media Magazine)  
[www.PRESENTATIONS.com](http://www.PRESENTATIONS.com) (Presentation Technology & Techniques Magazine)  
[www.dv.com](http://www.dv.com) (Digital Video Magazine)  
[www.avvideo.com](http://www.avvideo.com) (AV Multimedia Producer Magazine)  
[www.videosystems.com](http://www.videosystems.com) (Video Systems Magazine)  
[www.mfpsn.com](http://www.mfpsn.com) (For Government Video, Videography on Line, Digital Television)  
[www.TELECONFERENCEMAGAZINE.com](http://www.TELECONFERENCEMAGAZINE.com) (Teleconference Magazine)